



Project Sentinel

STATE RENT RELIEF PROGRAM Landlord Applications



CA COVID-19
RENT RELIEF

Local Partner
Network

AB 832 Tenant and Landlord Forms



Declaration of COVID-19 Related Financial Distress

DECLARATION OF COVID-19-RELATED FINANCIAL DISTRESS

Code of Civil Procedure Section 1179.02(d)

I am currently unable to pay my rent or other financial obligations under the lease in full because of one or more of the following:

1. Loss of income caused by the COVID-19 pandemic.
2. Increased out-of-pocket expenses directly related to performing essential work during the COVID-19 pandemic.
3. Increased expenses directly related to health impacts of the COVID-19 pandemic.
4. Childcare responsibilities or responsibilities to care for an elderly, disabled, or sick family member directly related to the COVID-19 pandemic that limit my ability to earn income.
5. Increased costs for childcare or attending to an elderly, disabled, or sick family member directly related to the COVID-19 pandemic.
6. Other circumstances related to the COVID-19 pandemic that have reduced my income or increased my expenses.

Any public assistance, including unemployment insurance, pandemic unemployment assistance, state disability insurance (SDI), or paid family leave, that I have received since the start of the COVID-19 pandemic does not fully make up for my loss of income and/or increased expenses.

Signed under penalty of perjury under the laws of the State of California.

Signature

Dated

For information about legal resources that may be available to you, visit <https://lawhelpca.org/>.

For information, resources, and support visit <http://housingiskey.com> or by calling 1-833-422-4255.

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Revised 1/28/2021

Notice pursuant to Code of Civil Procedure 1179.04(c)

NOTICE FROM THE STATE OF CALIFORNIA Code of Civil Procedure Section 1179.04(c)

The California Legislature has extended the COVID-19 Tenant Relief Act. The law now protects renters who have experienced COVID-19-related financial distress from being evicted for failing to make rental payments due between March 1, 2020, and September 30, 2021.

"COVID-19-related financial distress" means any of the following:

1. Loss of income caused by the COVID-19 pandemic.
2. Increased out-of-pocket expenses directly related to performing essential work during the COVID-19 pandemic.
3. Increased expenses directly related to the health impact of the COVID-19 pandemic.
4. Childcare responsibilities or responsibilities to care for an elderly, disabled, or sick family member directly related to the COVID-19 pandemic that limit your ability to earn income.
5. Increased costs for childcare or attending to an elderly, disabled, or sick family member directly related to the COVID-19 pandemic.
6. Other circumstances related to the COVID-19 pandemic that have reduced your income or increased your expenses.

This law gives you the following protections:

1. If you failed to make rental payments due between March 1, 2020, and August 31, 2020, because you had decreased income or increased expenses due to the COVID-19 pandemic, as described above, you cannot be evicted based on this nonpayment.
2. If you are unable to pay rental payments that come due between September 1, 2020, and September 30, 2021, because of decreased income or increased expenses due to the COVID-19 pandemic, as described above, you cannot be evicted if you pay 25 percent of the rental payments missed during that time period on or before September 30, 2021.

You must provide, to your landlord, a declaration under penalty of perjury of your COVID-19-related financial distress attesting to the decreased income or increased expenses due to the COVID-19 pandemic to be protected by the eviction limitations described above. Before your landlord can seek to evict you for failing to make a payment that came due between March 1, 2020, and September 30, 2021, your landlord will be required to give you a 15-day notice that informs you of the amounts owed and includes a blank declaration form you can use to comply with this requirement.

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Revised 7/1/2021

If your landlord has proof of income on file that indicates that your household makes at least 130 percent of the median income for the county where the rental property is located, as published by the Department of Housing and Community Development in the Official State Income Limits for 2020, your landlord may also require you to provide documentation that shows that you have experienced a decrease in income or increase in expenses due to the COVID-19 pandemic. Your landlord must tell you in the 15-day notice whether your landlord is requiring that documentation. Any form of objectively verifiable documentation that demonstrates the financial impact you have experienced is sufficient, including a letter from your employer, an unemployment insurance record, or medical bills, and may be provided to satisfy the documentation requirement.

It is very important you do not ignore a 15-day notice to pay rent or quit or a notice to perform covenants or quit from your landlord. If you are served with a 15-day notice and do not provide the declaration form to your landlord before the 15-day notice expires, you could be evicted. You could also be evicted beginning October 1, 2021 if you owe rental payments due between September 1, 2020, and September 30, 2021, and you do not pay an amount equal to at least 25 percent of the payments missed for that time period.

YOU MAY QUALIFY FOR RENTAL ASSISTANCE. In addition to extending these eviction protections, the State of California, in partnership with federal and local governments, has created an emergency rental assistance program to assist renters who have been unable to pay their rent and utility bills as a result of the COVID-19 pandemic. This program may be able to help you get caught up with past-due rent. Additionally, depending on the availability of funds, the program may also be able to assist you with making future rental payments.

While not everyone will qualify for this assistance, you can apply for it regardless of your citizenship or immigration status. There is no charge to apply for or receive this assistance.

Additional information about the extension of the COVID-19 Tenant Relief Act and new state or local rental assistance programs, including more information about how to qualify for assistance, can be found by visiting <http://housingiskey.com> or by calling 1-833-430-2122."

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Revised 7/1/2021

****These forms are available in English, Spanish, Mandarin, Tagalog, Vietnamese, and Korean at <https://housing.ca.gov/tenant/forms.html> and <https://housing.ca.gov/landlord/forms.html>****

Eligibility for Rent Relief



Who qualifies for rent relief?

- Relief available for low-income tenants financially impacted by COVID-19
 - Low-income households earning $\leq 80\%$ of AMI
 - Only 1 adult in household needs to be impacted

What is covered under the CA COVID-19 Rent Relief Program?

- **100% of unpaid rent** (*accrued April 2020 through March 2021*)
- **100% of future rent** (*April 2021 through October 2021*)
- **100% of past and current utility bills** (including internet and phone)
- Other housing related expenses, including relocation costs

Maximum Assistance

- Tenants can receive up to 18 months total in assistance

Funds cannot be used towards “Shadow Debt”

- I.e. credit card payments, money borrowed from family and friends, and other private funds used to pay off unpaid rent or utilities

Determining Eligibility



- **Household** = everyone who lives in the home, including children
- **Income** = the total earnings of all adults who live in the home

SANTA CLARA COUNTY								
# of Pers. in Household	1	2	3	4	5	6	7	8
Extremely Low (30% AMI)	34,800	39,800	44,750	49,700	53,700	57,700	61,650	65,650
Very Low Income (50% AMI)	58,000	66,300	74,600	82,850	89,500	96,150	102,750	109,400
Low Income (80% AMI)	82,450	94,200	106,000	117,750	127,200	136,600	146,050	155,450
Median Income (100% AMI)	127,100	145,250	163,400	181,550	196,050	210,600	225,100	239,650

See our website housing.org/covid-19 for our [2021 AMI calculator](#) and other helpful information.

Previously Ineligible Applicants



Subtenants: Subtenants may now qualify if they meet the income requirements for the program

- ✓ Requires a written agreement signed by the subtenant and sublessor describing the household costs you are responsible for paying monthly—***it can be currently dated***

Co-tenants: Co-tenants who previously did not qualify due to other leaseholder's income can now provide proof that their individual income is separate from theirs

- ✓ Requires tax return, OR
- ✓ Public assistance program documentation, OR
- ✓ Written agreement separating co-tenant's and other leaseholder's obligations for household costs—***it can be currently dated***

Self-evicted tenants: Tenants who no longer live in the unit can apply for rent relief towards the property here they still owe rent and utilities

- ✓ Landlords and Tenants ***must both apply*** in this situation
- ✓ Back rent owed between April 1, 2020 and September 30, 2021 allowed
- ✓ Future rent not allowed

Other Issues for Applicants Cured



Co-signors: Renters who had co-signors on their leases may now qualify without consideration of their co-signor's income—must provide one of the following:

- ✓ Tax return, OR
- ✓ Public assistance program documentation, OR
- ✓ Signed Declaration stating the co-signor is only on the lease to support the applicant's credit and is not a member of the applicant's direct household

Proof of Identity: Tenants do not have to provide proof of identity if

- ✓ They submit income verification documents, OR
- ✓ They request utilities assistance and the applicant's name is on their submitted utilities statements
- ✓ ***Immigration status is never a factor***

Proof of Residence/Rent Owed: Tenants do not have to provide a lease or rental agreement if their Landlord intends to apply.

Declaration of COVID-19 Related Financial Distress: Tenants do not have to upload a signed copy to their applications, but should serve one on their Landlords.

What do Landlords need to apply?



- ✓ **Email address**
- ✓ **Case ID number**, if Tenant has applied
- ✓ **Landlord or Property Manager contact info**
- ✓ **IRS W-9 or IRS W-8 form**, completed and signed

For EACH Tenant:

- ✓ **Tenant contact info** (email, phone, and address)
- ✓ **Rent amounts owed by Tenant** (total per Tenant)
Amounts accrued since April 2020, if any
- ✓ **Lease/Rental Contract**
(if none, can document rental relationship in other ways)
- ✓ **Proof of Ownership or Authorization as Property Manager to Lease Units**
(this may be requested by the State after submission)

Why Should Landlords Apply?



1. Landlord participation speeds up the process
2. Landlords would receive payment directly in preferred method
3. Landlord can apply for multiple affected Tenants through the system in a single application
4. Tenants would not need to upload lease, or any other documents to prove rent is owed
5. Collecting debts is difficult, especially if Tenant becomes or is insolvent
6. Cannot sell or assign COVID-19 Rent Debt if Tenant would have qualified for Rent Relief
7. To file a court action, Landlord must apply for rent relief

COVID-19 Rental Housing Recovery Act - CRHR



UD – New Procedures Non-payment - October 1, 2021 – March 31, 2022

Landlord must show one of the two following:

1. They tried to get rental assistance but did not succeed
2. OR that the tenancy did not qualify for rental assistance:

This must be accompanied by:

1. Statement that LL's application was denied, along with final decision from the rent assistance program;
2. Statement that LL applied for rental assistance, but neither tenant nor program has responded within 20 days; OR
3. Statement that the tenancy was established on or after October 1, 2021

Answers to FAQs



1. Landlords cannot receive funds without their Tenant's application submission
2. Utilities should be factored into the rent your Tenants owe if you bill your Tenants for utilities as outlined in the lease
3. This application does not provide funds for mortgage assistance
4. You must apply within 10 days (if noticed by mail) or 7 days (if noticed remotely) of Tenant's submission of their application to be determined by the State as "participating"
5. Landlords can still apply late (after the above-period) if payments have not yet processed, so that you will receive the payment directly

TIPS ON APPLYING



- Landlord and Tenant will need an email address to create an account and apply
- We encourage Landlords and Tenants to inform each other if initiating an application and provide Case ID #
- Emails regarding the application may come from “Neighborly Software”



From: California COVID 19 Rent Relief <no-reply@neighborlysoftware.com>
Sent: Wednesday, April 14, 2021 4:25 PM
To: Joann Pham
Subject: California COVID 19 Rent Relief: Please confirm your account

Thank you for registering your account with California COVID 19 Rent Relief. Please confirm your account by [clicking here](#).

- We also encourage Landlords and Tenants to communicate and work together to complete the application!

Application Home Page



Good Afternoon, !



WELCOME TO THE CALIFORNIA COVID-19 RENT RELIEF PROGRAM.

The State of California is committed to accessibility for all applicants. If you require this material in an alternate format, have questions about the program, or require help please contact us at (833) 430-2122 or support@ca-rentrelief.com.

View / Continue an Existing Application

CASE ID	NAME	PROGRAM	YEAR	STATUS	EXPIRES	
176280	Joann Pham	Tenant: Rent & Utility Assistance	2021	01. Application in Progress	N/A	View / Edit
203044	Joann Pham	Landlord: Rental Assistance	2020	Application in Progress	N/A	View / Edit

Start a New Application

Tenant: Rent & Utility Assistance

Select this option if you are a **TENANT** applying for the CA COVID-19 Rent Relief and Utility Assistance Program. This program is designed to provide funds to renters delinquent on rent and utility payments due to COVID-19 impacts.

[Click here to start a new application](#)

Landlord: Rental Assistance

Select this option if you are a **LANDLORD** who owns property in the State of California applying for the CA Covid-19 Rent Relief Program.

[Click here to start a new application](#)

View / Continue an Existing Application

CASE ID	NAME	PROGRAM	YEAR	STATUS	EXPIRES	
176280	Joann Pham	Tenant: Rent & Utility Assistance	2021	01. Application in Progress	N/A	View / Edit
203044	Joann Pham	Landlord: Rental Assistance	2020	Application in Progress	N/A	View / Edit

Start a New Application

Tenant: Rent & Utility Assistance

Select this option if you are a **TENANT** applying for the CA COVID-19 Rent Relief and Utility Assistance Program. This program is designed to provide funds to renters delinquent on rent and utility payments due to COVID-19 impacts.

[Click here to start a new application](#)

Landlord: Rental Assistance

Select this option if you are a **LANDLORD** who owns property in the State of California applying for the CA Covid-19 Rent Relief Program.

[Click here to start a new application](#)

Program Overview & Application Sections



CA COVID-19 RENT RELIEF Home

Landlord: Rental Assistance Application
Id: 203044

View Users (3) Print Application

- ☒ Program Overview*
- ☐ A. Landlord Information
- ☐ B. Tenant(s) Information
- ☐ Submit

Program Overview
Please provide the following information.

CA COVID-19 RENT RELIEF CALIFORNIA COVID-19 RENT RELIEF PROGRAM

If you received an email invitation to complete this application, please provide the 6-digit TENANT case number provided in the invitation email. If you are initiating this application on behalf of tenants, skip this section and move to Section A: Landlord Information.

123456

Please provide your Tenant's first and last name: Jane Doe

Please provide your Tenant's phone number: (111) 222-3333

Please provide your Tenant's email address: testing@gmail.com

If you received an email invitation to complete this application, please provide the 6-digit TENANT case number provided in the invitation email. If you are initiating this application on behalf of tenants, skip this section and move to Section A: Landlord Information.

123456

Please provide your Tenant's first and last name: Jane Doe

Please provide your Tenant's phone number: (111) 222-3333

Please provide your Tenant's email address: testing@gmail.com

If your Tenant has already applied, and you received an email notification from Neighborly Software inviting you to submit your application, make sure to enter your Tenant's application Case ID number at the top of the Program Overview page.

Section A. Landlord Information



Landlord: Rental
Assistance Application
Id: 203044

View Users (3) Print Application

- ☐ Program Overview
- ☒ **A. Landlord Information***
- ☐ B. Tenant(s) Information
- ☐ Submit

A. Landlord General Information

Please provide the following information.

PRIMARY LANDLORD

A.1. Landlord Name (as appears on W9)

test

A.2. Landlord Address (as appears on W9)

test

test

test

CA

12345

A.3. Landlord Telephone Number

(111) 222-3333

A.4. Landlord Email

test@gmail.com

A.5. DUNS Number, if applicable

A.6. EIN, TIN or SSN for Payment
Records (as appears on W9) (10
character limit)

123456789

A.7. Did you provide an EIN, TIN, or
SSN?

SSN

A.8. Please upload a completed and signed [IRS W-9 FORM](#) using the EIN/SSN you select above.



Landlord W9 *Required

Polycom Label Info.JPG (2,896k)

[Add Another File](#)

A.9. Please select a preferred method of payment.

- ☒ ACH
- ☐ Check

A.10. If you selected check, please provide the mailing address to receive the check. (NOTE: any payment from the Program will be mailed to this address).

Address Line 1

Address Line 2

City

CA

Zip

ALTERNATE LANDLORD CONTACT

A.11. Alternate Contact Name (you may choose to provide a Property Manager's name)

A.12. Alternate Contact Telephone
Number

A.13. Alternate Contact Email Address

If you do not have a DUNS number, you do not have to include one.

You must complete, sign, and upload an IRS W-9 form to be paid, found here: <https://www.irs.gov/pub/irs-pdf/fw9.pdf>

**REMEMBER TO
CLICK "SAVE" ON
EACH PAGE BEFORE
YOU MOVE ON!**



Save

Complete & Continue

Section A. Landlord Information (cont.)



Since AB 832's passage, the Landlord application was revised to ask these additional questions.

A.14. Vacated Units: Are you requesting assistance for unpaid rents owed by any former tenants who are no longer residing in the unit? Unpaid rents would need to be from the covered period.

- ☒ Yes
☐ No

If Yes: The former tenant must complete a tenant application to confirm eligibility. Payments for rents owed by tenants who vacated the unit may only be payable to the landlord and must be used to cover rents owed during the applicable period. Please identify the name(s) of former tenants for whom you are requesting payment. Please note you will also need to upload complete tenant and unit information in the next step of this application (under B. Tenant Information). Current contact information is critical in processing claims for vacated units.

Number of Vacated Units:

Former Tenant Name (please enter full tenant names separated by a semicolon ;):

A.15. Is the rental property a subsidized unit that requires tenant income verification for eligibility? Subsidies include Housing Choice Vouchers, Low-Income Housing Tax Credits, Tenant-Based Rental Assistance, Veteran Affairs Supportive Housing, or other income restricted housing that required income verification and recertification for eligible tenants.

- ☒ Yes
☐ No

If yes, Please indicate the name of the tenant, the subsidy source, the applicable income limit (e.g. 30% AMI, 60% AMI, 80% AMI) for the unit, and the date of the last tenant recertification for each subsidized unit for which you are requesting assistance.

Number of Vacated Units:

TENANT NAME	SUBSIDY	INCOME LIMIT	RECERTIFICATION DATE
<div>Add Row</div>			

A.16. Have you or do you intend to file for eviction against this tenant for nonpayment of rents during COVID-19?

- ☒ Yes
☐ No

If yes, Please indicate the name of the tenant(s) below For more information about eviction requirements under SB 91, please reference homeowner resources in [housingiskey.com](https://www.housingiskey.com)

Number of Vacated Units that you are seeking eviction against:

Tenant Name (please enter full tenant name(s) separated by semicolon ;):

Section B. Template Spreadsheet



File

Home

Insert

Page Layout

Formulas

Data

Review

View

Acrobat

Tell me what you want to do...

Joann Pham

Share

D34

	A	B	C	D	E	F	G	H	I	J	K	L	M	N
2	First Name	Last Name	Email	Phone Number	Address 1	Address 2	City	State	Zip	Rent	Lease Begin Dat	Lease End Date	Past Rent	Fees
3														
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The same information will have to be entered in this spreadsheet:

- ✓ Tenant name
- ✓ Tenant email address
- ✓ Tenant phone number
- ✓ Tenant property address
- ✓ Monthly rental rate
- ✓ Lease start and end date
- ✓ Total rental arrears owed
- ✓ Any late fees

Overview of Terminology



- **Covered time period** – under AB 832, this period is now defined as March 1, 2020 through September 30, 2021. This is the time period for which all households are covered by eviction protections for non-payment of rent if they meet two criteria: submission of a signed Declaration of COVID-19 Related Financial Distress form to you and payment of 25% of all rent owed between September 1, 2020 through September 30, 2021.
- **Declaration of COVID-19 Related Financial Distress** – A declaration that, if signed, is sufficient by itself for the household's demonstration that they have been impacted financially directly or indirectly due to COVID-19. If you have prior evidence that the household earned 130% AMI, you may request documentation of a household to support that they are now impacted financially due to COVID-19.
- **Notice Pursuant to Code of Civil Procedure §§ 1179.04(a), (b), and (c)** – Notices that were required for service on Tenants who accrued unpaid rent between the periods of September 1, 2020 through September 31, 2021, and must all be served, depending on the time periods the household missed rent. Each subsection represents a Notice required following the passages of AB 3088, SB 91, and now AB 832. Service of the respective notices is required before a 15-Day Notice to Pay or Quit can be served (service simultaneously is sufficient if proper service executed).
- **Area Median Income** – the gross income of a household in comparison to the population Median.
- **Household** – All members of a residence that contribute to or depend on its household financial obligations.
- **Income** – The earnings of adult household members.

Assistance with Applications



Call Center: (833) 430-2122
Email: support@ca-rentrelief.com

**Local Partner
Network**

Booking Center: (833) 687-0967



Email helpline: ERAP@housing.org
Videos and more: www.housing.org/covid-19
Phone number: 408-720-9888