

RENTAL LEDGER

Emergency Rental Assistance Program

Please download this form, complete all relevant sections, save, and upload in the portal: in the Applications table on your dashboard, find the relevant application, click Actions, then Attach Rental Ledger to open the dialog and attach this ledger.

TENANT AND PROPERTY INFORMATION

Tenant Name		Address		Unit	
Phone		City		Zip	

If your lease/rental agreement does not include a full list of the tenants in the unit, please provide a full list here:

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PROGRAM DETAILS¹

1) Arrears: Only valid for past due charges from March 13, 2020 or later Prospective: Applied on a case-by-case basis, if applicable	Example Eligible Fees (amount must be in lease agreement) Rent Example Ineligible Fees Cable, internet, phone Security deposits Late fees Other utilities
2) Must be experiencing (or have experienced since March 13, 2020) a loss of income, unemployment, or financial hardship due to COVID-19	
3) Must be struggling with housing instability, such as being past due on your rent or at risk of eviction	
4) Ineligible to apply if receiving any other rental subsidy (such as Section 8, public housing, HUD or other rent grants)	

TOTAL AMOUNT DUE (*excluding late fees and extra charges)

\$

PLEASE SELECT WHICH MONTHS HAVE NOT BEEN PAID (including future months)

Check a month below to indicate an outstanding month of rent. If partially paid, please list the unpaid amount remaining in the space below.

Current outstanding balance for each month:

<input type="checkbox"/> March 2020	\$	<input type="checkbox"/> January 2021	\$
<input type="checkbox"/> April 2020	\$	<input type="checkbox"/> February 2021	\$
<input type="checkbox"/> May 2020	\$	<input type="checkbox"/> March 2021	\$
<input type="checkbox"/> June 2020	\$	<input type="checkbox"/> April 2021	\$
<input type="checkbox"/> July 2020	\$	<input type="checkbox"/> May 2021	\$
<input type="checkbox"/> August 2020	\$	<input type="checkbox"/> June 2021	\$
<input type="checkbox"/> September 2020	\$	<input type="checkbox"/> July 2021	\$
<input type="checkbox"/> October 2020	\$	<input type="checkbox"/> August 2021	\$
<input type="checkbox"/> November 2020	\$	<input type="checkbox"/> September 2021	\$
<input type="checkbox"/> December 2020	\$		

*If requesting assistance with future months, please see terms and conditions for both Landlords and Tenants, since this ensures housing for duration of the prospective payment. Otherwise, leave this portion blank for only past due payments to be considered.

LANDLORD/PROPERTY MANAGER CERTIFICATION

Landlords may be reimbursed up to the total due subject to eligibility of the applicant consistent with program rules and availability of funds.

Landlord/Property Manager Name		Rental Remittance Address		Unit	
Landlord/Property Manager Phone		City		Zip	