

# Application Checklist for Landlords



Are you a landlord with tenants impacted by COVID-19 who are behind on rent and/or utilities? Cook County Emergency Rental Assistance may be able to help them get caught up.

Applications will be accepted from **October 4, 2021**, until **October 29, 2021**.

## HOW CAN I GET READY TO APPLY?

1. Spread the word to your tenants and share our Renter Checklist with them
2. Ask them to review it to find out if they qualify and prepare to gather their documents
3. Share your full name and email with them and ensure they have your correct full name and email
4. Gather the following documents for your portion of the application:

| Check Box                | Verification Required   | Acceptable Documents  |
|--------------------------|---|---|
| <input type="checkbox"/> | Photo identification  | Government Issued ID<br>• State ID <b>OR</b> • Driver's license <b>OR</b> • Passport <b>OR</b> • Other ID   |
| <input type="checkbox"/> | W-9   |   |
| <input type="checkbox"/> | Social Security card or IRS EIN letter                        |   |
| <input type="checkbox"/> | Proof of ownership  |   |
| <input type="checkbox"/> | Tenant ledger   | • Showing tenant's payment history in 2020 and 2021 <b>AND</b><br>• Current balance owed  |
| <input type="checkbox"/> | Copy of lease   | • Please include ALL pages of your lease – signed and dated by tenant and landlord/property manager<br>• If initial lease is now month-to-month, notate that on the lease |
| <input type="checkbox"/> | Direct deposit form   |   |
| <input type="checkbox"/> | Management agreement for agents working on behalf of landlord |   |

### **What happens after I complete my application?**

To be considered, you and your tenants both need to submit completed applications. If you complete yours first, your tenants will receive instructions to fill out their application. If it is approved, payments will be made directly to you.

## Need help or have questions about the application?

Contact Open Communities at [www.open-communities.org](http://www.open-communities.org)/or 847-501-5760.



If you live in the City of Chicago and need rental assistance, visit [chi.gov/housinghelp](http://chi.gov/housinghelp) for more information.