Rutherford County COVID-19 Rental Relief Landlord Application:

How To Apply Program Summary:

The Rutherford County COVID-19 Rent Relief Program will be used to support renters who are or have been struggling to pay rent, utilities or other home energy costs due to loss of wages/income as a result of the pandemic.

Applications may be submitted using desktop, laptop, tablets and mobile devices. Please call the Relief Hotline at 615-334-4777 with any questions regarding this application.

Beginning an Application:

1. To begin an application, prospective applicants will first go to http://rutherfordcountytn.gov/rental-relief-program and Click through the red box with the text "Click here to Access the Rutherford County Rental Relief Program Portal."

2. Once on the program site, prospective applicants will be required to register. This step will create an account where prospective applicants can begin the process of submitting an application. Once an applicant has registered, they will receive a confirmation email. NOTE: If you do not receive an email, please check your Spam folder.

3. Once logged into the program site a Landlord may begin their application by selecting "Landlord: Rental Assistance" and entering their first and last name (i.e. Alex, Smith).

Application Process:

To begin the application the applicant will click continue on the application pop up shown below.

The Program Overview will be the first page of the application. The applicant will have to enter Tenant Contact information (see below).

RUTHERFORD COUNTY
COVID-19 RENTAL RELIEF PROGRAM

Rutherford County, Tennessee
Office of the Mayor
1 Public SQ, STE 101, Historic Courthouse
Murfreesboro, TN 37130

If you received an email invitation to complete this application, please provide the 5-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.

Please provide your Tenant's first and last name:

Please provide your Tenant's phone number:

Please provide your Tenant's email address:

Applicants are encouraged to review all sections of the overview. Once all sections have been reviewed applicants will click the "Complete & Continue" button at the bottom of the page. Once selected the applicant will arrive at the eligibility section.

Save   Complete & Continue

A. **Landlord Information:**

1. In parts A1-A4 of the Landlord Information Section the applicant/Landlord must enter in the following information:

PRIMARY LANDLORD

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

> First & Last Name OR Business Name

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

> Address Line 1

> Address Line 2

> City   ⌄   Zip

A.3. Landlord Telephone Number

A.4. Landlord Email

2. In parts A5-A9 of the Landlord Information Section the applicant/Landlord must enter in the following information.

A.5. DUNS Number, if applicable

A.6. EIN, TIN or SSN for Payment Records (as appears on W9) *(9 character limit)*

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

> ⌄

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

○   Landlord W9   *Required   Upload File ☁

A.9 Please provide a preferred mailing address.

> Address Line 1

> Address Line 2

> City   TN ⌄   Zip

3.   In parts A10-A12 of the Landlord Information Section the applicant/Landlord must enter in the following information.

ALTERNATE LANDLORD CONTACT

A.10. Alternate Contact Name (you may choose to provide a Property Manager's name)

A.11. Alternate Contact Telephone Number

A.12. Alternate Contact Email Address

4.   Once all information is entered, the applicant must click "Complete & Continue" to move to the next section of the application.

B. **Tenant Information:**

1.   The applicant will enter their tenant's information in the first section. This information must match the information provided on the lease.

B. Tenant(s) Information

Please identify all of your tenants that you would like to participate in the Rutherford County COVID-19 Rental Relief Program. Upon submission of this Landlord application, all the tenants listed below will receive an email invitation to participate in the Rutherford County COVID-19 Rental Relief Program.

TENANT CONTACT INFORMATION	TENANT ADDRESS			LEASE INFORMATION	
First Name	Address 1			Monthly Rent	Monthly Rent
Last Name	Address 2			Lease Begin Date	Lease Begin Date
Email	City	TN	Zip	Lease End Date	Lease End Date
Phone Number				Past Due Rent	Past Due Rent
				Late Fees	Late Fees

2.   In the documentation portion of the Tenant Information section, the applicant must upload the corresponding documentation. Once all required documents are uploaded

the applicant will click the "Complete & Continue" button to continue to the next section.

Documentation

○ For each tenant, upload a rent statement or ledger documenting their arrears (The tenants name should appear in the title of each upload)   *Required   Upload File ⬆

○ For each tenant, provide Proof of Ownership of unit (The tenants name should appear in the title of each upload)   *Required   Upload File ⬆

○ For each Tenant, provide Lease or Written Agreement (The tenants name should appear in the title of each upload)   Upload File ⬆

This step was last updated by austin.hinkley@hornellp.com on 3/7/2021 4:51:12 PM .

Save   Complete & Continue

Submit:

1. Applicants are encouraged to review all sections before submitting application. Once all sections have been reviewed the applicant must check the boxes shown below, electronically sign, and click the "Complete & Submit" button to submit their application.

☐ By submitting this Application, I certify that all information I provided to the County is true, accurate, and complete, and if requested, I shall provide further documentation to support any representations.

☐ I further acknowledge that falsification of documents or any material falsehoods or omissions in the Application, including knowingly seeking duplicative benefits, is subject to state and federal criminal penalties. I understand that I am particularly put on notice that Title 18, Section 1001 of the United States Code states that a person is guilty of a felony for knowingly and willfully making false or fraudulent statement to any U.S. Department or Agency. Further, Title 13, Chapter 23, Section 133 of the Tennessee Code Annotated states that it is unlawful for any person to knowingly make, utter, or publish a false statement of substance for the purpose of influencing the agency to allow participation in any of its programs and such violation is a Class E felony.

Signature
Click here to electronically sign

Date

No save history

Save   Complete & Submit