



# **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.

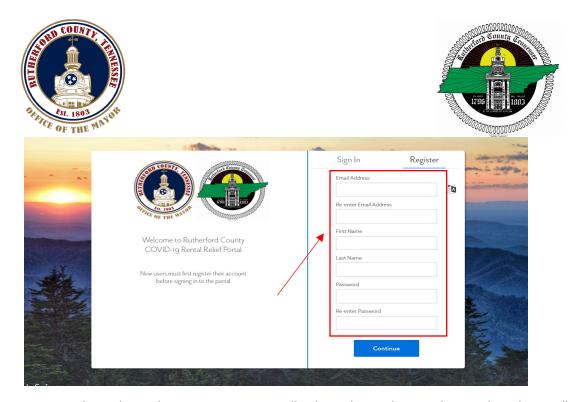
## **Beginning an Application:**

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

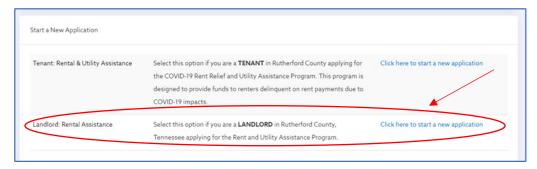


2. Once on the program site, prospective applicants will be required to register. This step will create an account where prospective applicants can begin the process of submitting an application. Once an applicant has registered, they will receive a confirmation email.

NOTE: If you do not receive an email, please check your Spam folder.

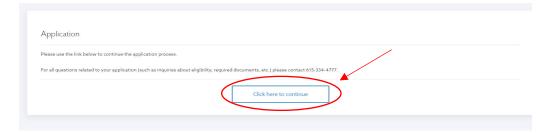


3. Once logged into the program site a Landlord may begin their application by selecting "Landlord: Rental Assistance" and entering their first and last name (i.e. Alex, Smith).



## **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, 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 TEN tenants, skip this section and move to Section $A$ : Landlord Information.	ANT case number provided in the invitation email. If you are initiating this application on behalf of
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.



# A. <u>Landlord Information:</u>

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

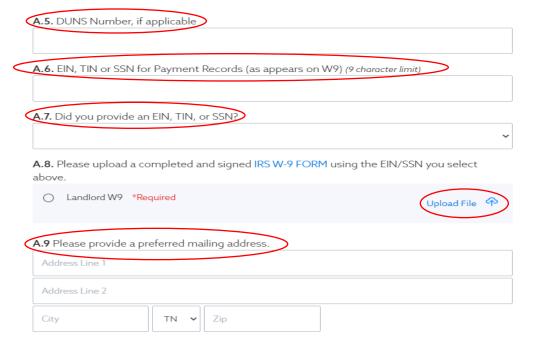




#### PRIMARY LANDLORD

First & Last Name	OR Business N	ame			
2. Landlord Add	lress (as appe	ears on W9)	>		
Address Line 1					
Address Line 2					
City		<b>∨</b> Zip			
3. Landlord Tele	phone Numb	per			
4. Landlord Em	-:1				

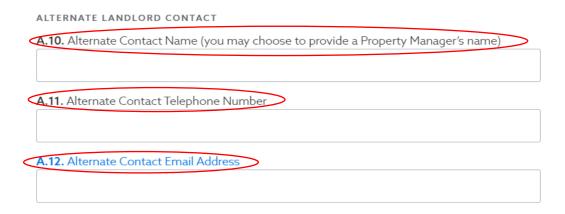
2. In parts A5-A9 of the Landlord Information Section the applicant/Landlord must enter in the following information.







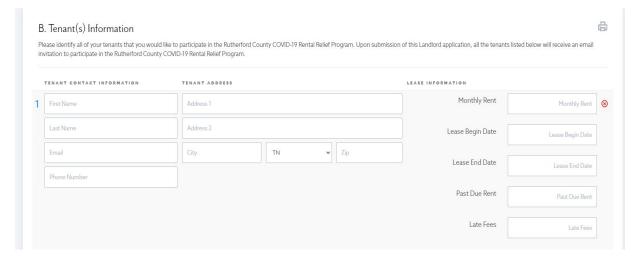
3. In parts A10-A12 of the Landlord Information Section the applicant/Landlord must enter in the following information.



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

## **B.** <u>Tenant Information:</u>

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

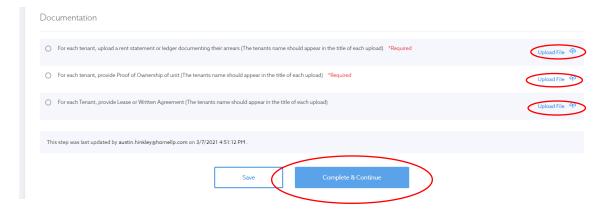


2. In the documentation portion of the Tenant Information section, the applicant must upload the corresponding documentation. Once all required documents are uploaded





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



## **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.

