

Instructions for Owner/Landlord On-Line Portal

1. In order to log-in to complete the application, you must register at the on-line portal site with a username and password.
2. After logging in, please complete the application. The application will request the following:
 - EIN or Social Security number;
 - DUNS number;
 - SAMS/CAGE code;
 - County rental license number;
 - Executed Trust document, if property owner is a trust or trustee; and
 - Owner/Agent Management Agreement, if the Agent is acting on the Owner's behalf;
3. All forms should be downloaded, completed and then uploaded to the On-Line Portal Site. Applicant must upload *all* required documents.
4. Income eligible families' annual income cannot exceed 80% of the Area Median Income (AMI), as determined by HUD, and adjusted for household size. (see chart below)

FY 2020 Income Limit Area	Median Family Income	FY 2020 Income Limit Category	Persons in Family							
			1	2	3	4	5	6	7	8
Washington-Arlington-Alexandria, DC-VA-MD HUD Metro FMR Area	\$126,000	Low (80%) Income Limits (\$)	55,750	63,700	71,650	79,600	86,000	92,350	98,750	105,100

5. Regarding the Owner Losses Report, the applicant must upload the 1st and signature pages of each Tenant Lease. For multiple leases, copy the first and signature pages of all leases, then upload as one PDF document.
6. The Rent Ledger, Tenant Self-Certification of Eligibility and Annual Income Form and the Client Information Authorization Form must be saved as a PDF under the applicable tenant's name (Ex. Tenant Last Name, Tenant First Name, Property Name, Building Name/Number).
7. Once your application is submitted, you will *not* be able to go back into the Owner/Landlord Portal to make additional changes to your application unless directed by DHCD. DHCD will review your application and contact you via e-mail regarding any discrepancies or missing information for your application. **It is important that you monitor your e-mail for any messages from DHCD.**
8. After the application and supporting documents are submitted, it will take at least 7-10 business days for payment once the Emergency Rental Assistance Agreement is executed by the Owner/Landlord.

Questions: E-mail: ERAPLandlord@co.pg.md.us

