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Acting Director





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County Executive

Prince George's County Emergency Rental Assistance (ERA) Program Instructions for Owner/Landlord On-Line Portal

NOTE: 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

1. In order to log-in to complete the application, you must register at the on-line portal site with a username and password.
 - SELECT "Register as Landlord" in order to complete registration
2. Review the required Documents for Application
 - Gather the necessary documents as listed on this page
 - Download the downloadable and fillable forms
 - Applicant must complete and then upload to the On-Line Portal Site, all required documents.
3. After logging in, please complete the application. The application will request the following:
 - Name

- EIN or Social Security number;
 - DUNS number;
 - Rental Address (this might be the Rental Office Address)
 - County rental license number;
 - Property Deed
 - 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;
4. The Owner Losses Report:
- Complete all fields – SAVE
 - Click on Action Pen  Edit Resident's Rent
 - Enter Rent Amounts and Requested information for each resident
 - Click Upload button  - Upload **ALL** applicable documents for each tenant in separate PDF files.
5. All documents pertaining to each tenant household must be saved together in one PDF under the applicable head of household name (ex. Tenant Head of Household Last Name, First Name, Property Name, Building Name/Number). Each Tenant household should have:
- An Income Verification document,
 - Rent Ledger,
 - The first and signature page of Tenant's lease, and
 - The Tenant's Client Information Authorization Form
- All documents for the tenant household must be saved as one PDF document and uploaded next to the Tenant Household's name.
6. 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.**

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