

EMERGENCY RENTAL ASSISTANCE CHECKLIST FOR RENTAL PROPERTY OWNERS



ALAMEDA COUNTY
HOUSING SECURE

APPLY AT [AC-HOUSINGSECURE.ORG](https://ac-housingsecure.org) OR CALL 211 FOR SUPPORT

ARE YOU ELIGIBLE TO APPLY FOR CA COVID-19 RENT RELIEF?

- Are you the property owner or the property management company/agency who has legal authority to lease the unit?
- Do you have one or more eligible tenants with unpaid rent after March 13, 2020 due to a COVID-19 related event?
- Do you have a tenant lease or written agreement with the eligible tenant(s)?

If you checked ALL of the above, you are eligible to apply.
Before applying, you'll need the following items.

IRS W-9 FORM

VERIFY RESIDENCE

This might include:

- Lease agreement
- Official letter from third party
- Government issued library card
- Utility statements from provider showing name and address

VERIFY OWNERSHIP

This might include:

- Property deeds
- Mortgage note
- Property tax forms
- Homeowner insurance

CURRENT LEASE

Signed by the applicant and the landlord that identifies the unit where the applicant resides and establishes the rental payment amount. In the absence of a signed lease, evidence of the amount of a rental payment may include:

- Bank statements
- Check stubs, or other documentation that reasonably establishes a pattern of paying rent
- Written attestation by a landlord who can be verified as the legitimate owner or management agent of the unit

