

# How to Apply for the Eviction Diversion Program (EDP)

## Send your tenant the current Notice of Diversion Rights

You must send your tenant the [2022 Notice of Diversion Rights](#) (NOR) via certified mail or hand delivery before completing your EDP application.

## Collect the documents you will need to upload

Files should be uploaded separately. For each document, include all pages in a single file. If your files are too big, use a condenser to make the files smaller, such as [www.wecompress.com/en](http://www.wecompress.com/en). For large images, you can also try a JPEG to PDF converter, such as <https://jpg2pdf.com>.

- **Proof you sent your tenant the Notice of Diversion Rights**
  - An image of an envelope addressed to the tenant and stamped.
  - A certified mail receipt or green card showing the tenant's name and address.
  - A landlord-made "affidavit of service" or some official statement in writing where the landlord says they delivered the Notice to the tenant.
  - A tenant signature on the notice.
  - A form the landlord made up for the tenant to sign saying they received the notice, signed by the tenant.
  - A USPS mail receipt showing postage paid that includes the tenant's name and address.
  - An email or text to the tenant indicating delivery of the notice.
  - A photo of the notice taped to the door or mailbox that shows the address.
- **Proof of rent owed**

Ledger or rent roll verifying arrears. The document must include the property address, landlord name, tenant name, and dates for all payments made and balances owed.
- **Proposed payment agreement**

It is recommended but not required to provide a proposed agreement you are willing to discuss with your tenant. You can find a template [here](#).

## Open the online application

- Navigate to the PHL Eviction Diversion Portal at <https://eviction-diversion.phila.gov/#>.
- Select the **Apply Now** button.

## Confirm your eligibility

- Confirm whether the property is residential or not.
- Confirm if you have sent the Notice of Diversion Rights to your tenant. You must send the Notice before you complete the application.

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## **Confirm the reasons for potential eviction**

- If back rent is owed, provide the amount of arrears. The amount owed must be clearly demonstrated in a ledger or rent roll.
- If the lease has ended and you would like the tenants to move out, provide a brief explanation of the reason.
- If there are other issues you wish to resolve in mediation with your tenant, provide a brief explanation of those issues.

## **Confirm monthly rent**

- Confirm the current monthly rent. This should not include arrears/past due rent.

## **Request an interpreter if needed**

- If you would like an interpreter to help you participate in mediation, provide the language you prefer to speak.

## **Rental license information**

- Enter your rental license number and the name of the property owner on the license.

## **Property management representative**

- Confirm if mediation will be attended by a property management representative, agent, or the property owner.
- Provide the name and contact information of the representative, agent, or property owner who will attend mediation.

## **Address of property owner on rental license**

- Provide the property owner address.

## **Number of tenants & tenant contact**

- Provide the number of adult tenants you are applying for.
- Provide their contact information. Email or phone number must be provided.

## **Tenant address**

- Provide the tenant address. If the building is multi-unit, include the unit number.

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## Submit application details

- Review all details for accuracy.
- Select the **Submit** button.

## Upload required documents

- Upload the Proof of Delivery Document showing you provided the Notice of Diversion Rights to your tenant by selecting **+Select ONE file to Upload**.
- Upload the Rent Ledger showing arrears owed by your tenant by selecting **+Select ONE file to Upload**.
- Upload the optional proposed payment agreement to the Additional Files section by selecting **+Select ONE file to Upload**.
- See the list of documents you will need to upload on page 1 for more details.
- Select **Finish**.

## What to expect after submission

Your application will be reviewed within two days. You will receive an email confirming if your application is complete or additional documents are required. If your application is complete, you may be invited to participate in mediation, provided resources for direct negotiation, and/or invited to apply for Targeted Financial Assistance (TFA) depending on your eligibility. **You must respond to all communications within 5 days.**

## Where to find more information

- Frequently Asked Questions: <https://eviction-diversion.phila.gov/#/FAQ>
- For questions about the Eviction Diversion Program application and mediation process, contact Cora Good Shepherd Mediation at [evictiondiversionprogram@coraservices.org](mailto:evictiondiversionprogram@coraservices.org).