How to Complete an Application for Targeted Financial Assistance

These instructions will guide you through the application for the Targeted Financial Assistance portion of the Eviction Diversion Program. If you previously applied for PHLRentAssist, use your existing Rent Assist Portal username and password to log in and apply. Only Eviction Diversion Program applications approved on 1/26/2023 or later are eligible for Targeted Financial Assistance.

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. For large images, you can also try using a JPEG to PDF converter, such as https://jpg2pdf.com.

- Bank verification document

  Must include the account holder's name, account number, and routing number. Examples: voided check, bank statement, or account detail screenshot.

- IRS Form W9 2023

  Must match the bank account holder's name. If you do not have a copy of your W9, download a fillable copy from www.irs.gov/pub/irs-pdf/fw9.pdf and complete the form.

- Proof of property ownership or authorization

  If public records verifying property ownership are not available, you must provide a deed or proof of homeowner's insurance coverage. If an agent or representative is working on behalf of the owner, a property management agreement, articles of incorporation, or attorney authorization will be required.

- Landlord affidavit

  You must download the landlord affidavit and sign it for the final step of the application. You may print the affidavit and sign it in ink or use Adobe Fill & Sign to add an electronic signature.

Log in to the Portal

- Navigate to the Portal at https://rent-assist.phila.gov/#.
- Select the **Login or Register** button.
- Sign in to your account. Use the **Reset Password** link if needed. Both your email and password are case sensitive.

Confirm you are a landlord

- Select the **I am a landlord** button.

Select the Applications tab
- Scroll up to the top of the screen.
- Select the **Applications** tab on the toolbar.

Step 1: Register basic information
- This step was completed when you signed up for a Portal account. Review and select **Edit Contact Information** if your phone number, email, or secondary contact has changed.

Step 2: Register your properties and their associated bank accounts
- This step was completed when you signed up for a Portal account. The information must be current and accurate to prevent payment delays. Select **View / Register Bank Accounts and Properties** to review the information for accuracy and make any necessary edits.

Step 3: Complete an application for EDP Targeted Financial Assistance
- Select **Edit and/or complete existing applications**.
- Select **Edit**.
- Complete all sections of the Eviction Diversion Participation application:

1. Basic Info & Demographics
- Confirm that you are participating in the Eviction Diversion Program and provide your ID number. Your ID number starts with EVP- and can be found in your TFA application email.
- Enter the tenant's name and contact information.
- Select **Continue**.

2. Address & Household Information
- Select the tenant's address from the drop-down menu. If you do not see the address, select **Save & Exit** and then **View/Register Bank Accounts and Properties** to add the address.
- If there is an apartment or unit number, provide it to prevent processing delays.
- Confirm whether your tenant currently lives at this address.
- Confirm the monthly rent, including all monthly costs passed from landlord to tenant.
- Enter the name and date of birth for each household member by selecting **Add**, completing the form, and selecting **Save**.
- Review the total number of adults and children for accuracy before selecting **Continue**.

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3. Financial Hardship

- Select **Continue**. You do not need to enter any information.

4. Housing Instability

- Select **Continue**. You do not need to enter any information.

5. Rental & Utility Information

- Select Eviction Diversion Program Arrears plus Current Month's Rent.
- Select **Continue**.

6. Document Upload & Management

- Select **Continue**. You do not need to enter any information.

7. Affidavit

- Review the bank account where you will receive payment for accuracy. If you need to register a different account or change details, select **Save & Exit** and return to the **Applications** tab to register or update your bank account.
- Read the information in red and select <u>here</u> to download a copy of the affidavit:

> You must download and complete this affidavit template in order for your application to be considered complete. Upload a signed and dated version below. You can download and print a copy of the affidavit <u>here</u>.

- Read, sign, and date the affidavit. You may use a printer or <u>Adobe Fill & Sign</u> for this step.
- Upload the signed affidavit by selecting **Choose a File**.
- Select **Continue**.

8. Tenant Agreement

- The tenant agreement will be collected by your case management team. You do not need to upload a document in this section.
- Select **Continue**.

9. Submit

- Select **Submit Application**.

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What to expect after submission

Your application will be reviewed within seven days. You will receive an email confirming if your application is complete or additional documents are required.

Additional documents that may be requested after you apply:

- Lead-free or lead safe certificate for the property: We may request this after you submit your application. The certificate must be completed by an EPA certified lead dust sampling technician or a PA licensed lead inspector-risk assessor. You can find more information at https://phlcouncil.com/leadcert.
- Lease: a copy of the current, signed lease.

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