RENTHELPMN

LANDLORDS, GET READY

Are you a landlord with tenants who are behind on their rent?

RentHelpMN may be able to help them get caught up on owed rent and utilities. Here's what you can do to get ready.

ALERT: Spread the word to your tenants

- ☐ Print the RentHelpMN 'Renters, Get Ready' document and provide it to your tenants who are behind on their rent.

- ☐ Meet with your tenants to discuss the program. Landlords cannot apply to the program directly but can encourage tenants to apply.

- ☐ Make sure your tenants know they can request three months of future rent in addition to assistance with their missed payments.

ASSIST: Help your tenants be prepared to apply

- ☐ Provide tenants a copy of their current lease. If possible, email the tenant a scan of these documents. The tenant will have to upload their lease to the online application portal.

- ☐ Provide a ledger or rent due statement. It's particularly helpful if it is broken out by month. Make an internet-connected computer and scanner available to tenant applicants or make a copier available for tenants who will mail in a paper application.

- ☐ If the tenant has income-qualified for other affordable housing or low-income assistance, share a copy of the eligibility determination letter with the tenant dated January 1, 2020 or later.

- ☐ Provide tenants with the business name and address you will use for payment information.

PREPARE: Get your portion of the documentation ready

- ☐ If you are a management company with multiple properties, develop and distribute guidance on what address and contact information property managers should share with tenants to use.

When a tenant has completed the application, landlords will receive a request to upload several documents. Have these ready to upload:

- ☐ Download and fill in a W-9 for the property owner.

- ☐ Locate your direct deposit or ACH payment information and a copy of a canceled check.

Important: Larger management companies should coordinate and designate someone in the corporate office to set up and connect landlord accounts to avoid duplicate applications.

RentHelpMN is coming soon. Please check **renthelpmn.org** or call **211** for updated information.