



## Landlord/Owner Frequently Asked Questions For COVID- 19 Emergency Rental Assistance Program

### (COVID-19 ERAP)

#### **1. What is the COVID-19 Emergency Rental Assistance Program?**

The COVID-19 Emergency Rental Assistance Program (CVERAP) will provide temporary rental assistance to low- and moderate-income households that have had a substantial reduction in income due the COVID-19 pandemic.

#### **2. How will I know if one of my tenants will receive assistance through the CVERAP?**

You will receive a letter from DCA stating your tenant was approved for assistance, along with the estimated amount of the subsidy.

#### **3. How long will the COVID-19 Emergency Rental Assistance Program (ERAP) provide assistance?**

DCA will be providing assistance to participants for a maximum of 6 months. Household composition and income will be reviewed after the first three (3) months to determine continued eligibility for the last 3 months.

#### **4. What proof do I need to show that I am a Landlord?**

You will need to provide a recent tax bill to verify that you are the legal owner of the subject property. You will receive a Landlord/Owner packet that includes the following documents, which must be returned to the NJDCA prior to receiving payment(s) through the landlord portal at [Assistancecheck.com](https://www.assistancecheck.com), email to [COVID.Rental.Assistance@DCA.nj.gov](mailto:COVID.Rental.Assistance@DCA.nj.gov) or mail to NJ Department of Community Affairs, PO Box 051-COVID, Trenton, NJ 08625;

- Agreement to Pay Landlord/Owner
- Landlord Certification form
- Direct Deposit Authorization form
- W9 IRS form

#### **5. As a landlord, how do I receive my COVID-19 ERAP payments?**

You will receive your payments by direct deposit or by check monthly.

#### **6. How often will I receive payments?**

Payments will be made each month payable to the landlord. The first payment may include August & September rent subsidy, if processed in the month of September.

**7. If a tenant moves out, can another tenant who is unemployed or impacted by COVID-19 ERAP be assisted?**

No.

**8. If a tenant moves before the approved subsidy, do I have to pay back the COVID-19 ERAP payments?**

Yes, if you received a check after the tenant has moved out.

**9. If I have to return a COVID-19 ERAP payment, where would I send the check to?**

New Jersey Department of Community Affairs  
DCA-Payment Unit-COVID  
101 South Broad Street  
Trenton, NJ 08625

**10. Is DCA going to inspect the Apt/unit/house before I receive payment?**

No.

**11. What documents would I need to provide to prove that the tenant is my tenant?**

A copy of the current lease or a written statement from landlord/owner stating that the individual rents the unit/apartment.

**12. Are utilities included in the COVID-19 ERAP payments?**

Yes, a utility allowance is utilized in the calculation

**13. What does the tenant contribute towards the rent?**

The tenant contributes 30% of their gross monthly household income towards the rent. If the gross rent exceeds our payment standards, the tenant will also be responsible for the difference.

**14. How much payment will DCA pay for the tenant?**

The DCA pays the difference between the contract rent and the tenants' contribution up to the payment standard in the county that the tenant resides in.

**15. Where can I get a copy of the payment standards?**

Contact Customer Service at 609-292-4080, option 1 or 8.

**16. Can DCA's subsidy amount change?**

Yes, the subsidy is based on household income, so if the household income changes at the 3-month certification period the subsidy will be adjusted up or down.

**17. Do I have to accept the subsidy?**

Yes, you are signing an agreement with the DCA to accept the subsidy. In addition, NJ does not allow discrimination by source of income, including rental subsidy.

**18. What if my tenant has already paid the rent for the month(s) of August or September and then was been approved for a subsidy for the same months?**

You must provide a credit to the tenant for those months. This means that if your tenant has already paid the rent for August or September and approved for assistance from NJDCA for those month(s), then the tenants must receive a credit for future months from you, for rent after the termination of the CVERAP.

**19. When can I expect my first rental payment?**

Issuance of payment depends on how quickly the tenant and landlord each provide the required documents for assessment of eligibility and processing to DCA. We anticipate that most initial rental payments will be issued during the month of September and will include rental payments covering August and September. October rents will be sent out on October 1<sup>st</sup>. If a tenant has already paid rent for August or September, you will be required to issue a credit to the tenant against future rent for those months. If you have questions regarding this process, call 609-292-4080.

**20. What if my tenant is in arrears for rent prior to August 1st?**

The CVERAP does not address arrearages but pays ongoing rent for up to six months. As part of your Agreement to Pay Landlord/Owner contract, you agree not to evict a tenant for non-payment of past rent while they are still participating in the CVERAP program, while DCA is issuing rental payments to you.

**21. What if my tenant used their security deposit for their rent? Can the CVERAP payment be used to replenish the security deposit?**

No, if the tenant used their security deposit for their rent as allowed by law, the CVERAP payment cannot be used to replenish the security deposit.