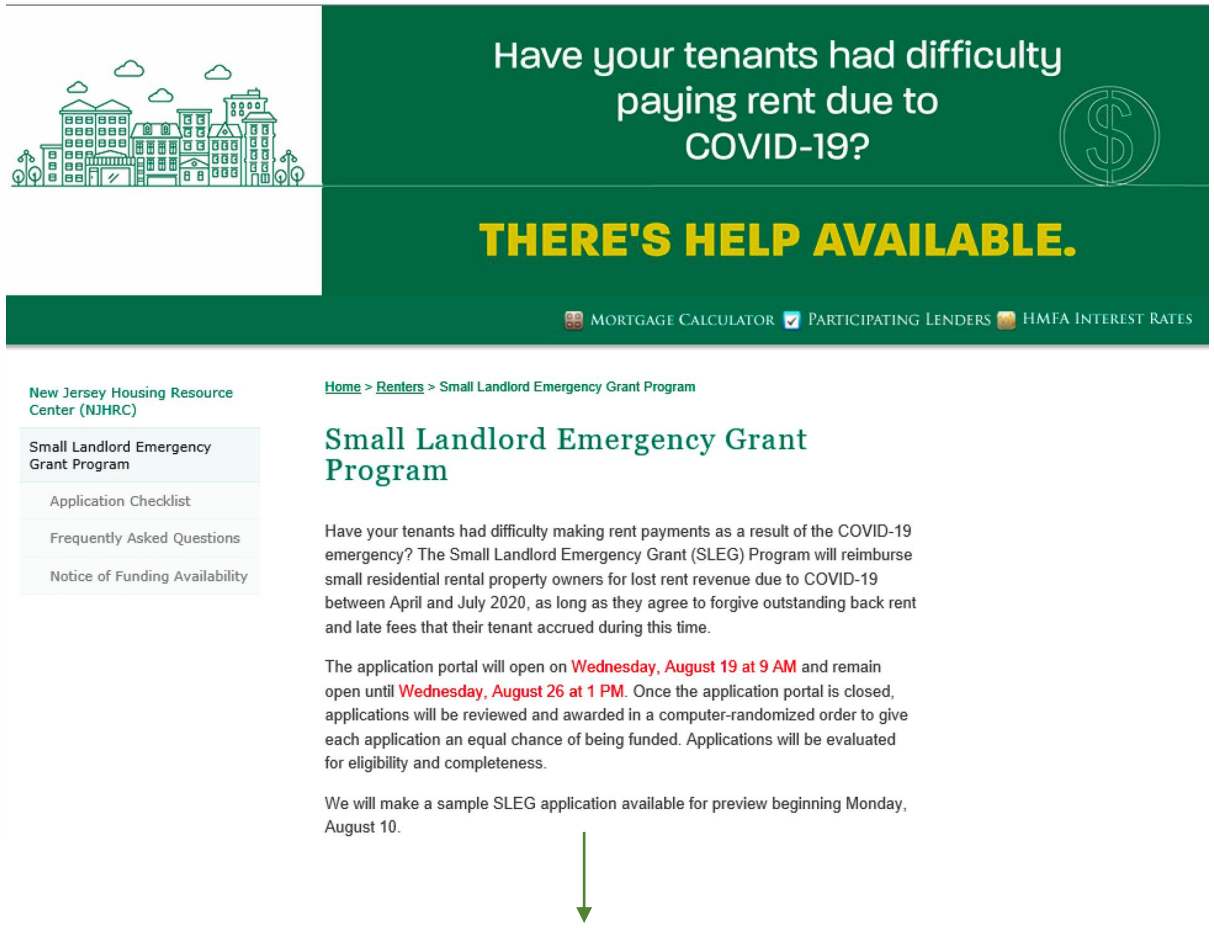
SLEG

Small Landlord Emergency Grant Program

Application Preview with Step-By-Step Instructions

Navigate to the Application Portal

- Open an Internet browser. The application works best on Firefox or Chrome.
- Go to www.njhousing.gov/rentals/sleg
- Click on the “Apply Here” button, which will take you to the SLEG Application portal. This button will **only** appear once the application launches on Wednesday, August 19th at 9 AM and will disappear when the application closes on Wednesday, August 26th at 1 PM.



Log In to Your Account

- Whenever you navigate to the SLEG Application Portal, you will need to log in to your account to get access to application(s) that are in progress or submitted. You will need to register as a new user the first time you visit the page.
- The application portal is available in English and Spanish. PDF versions of the application in other languages will be made available at www.njhousing.gov/rentals/sleg. Languages include: Arabic, Gujarati, Hindi, Italian, Korean, Polish, Portuguese, Simplified Chinese, Traditional Chinese, and Tagalog.
- If you are logging into the SLEG Application Portal for the first time, click on "New User Registration." Only the Primary Property Owner should apply. Property managers and other trusted advisors should not apply on behalf of their clients, and tenants should not apply on behalf of their landlords.

Click here to change the application to Spanish.

Click here to recover your password if you forget it.

Click here to register as a New User the first time you open the portal.

New User Registration: Eligibility Questions

- As part of New User Registration, you will be required to attest to your eligibility by checking the boxes to the left of each statement.
- If you do not check each box, you will not be able to create an account. If you and your property are not eligible, you should not apply to the SLEG Program.

Eligibility

Please check each box confirming that you meet the program's eligibility requirements.

- ☐ You own at least one residential rental (i.e. not cooperative or condominium) property in the State of New Jersey.
- ☐ You are registered as the Primary Property Owner with the New Jersey Department of Community Affairs' (NJDCA) Bureau of Housing Inspection for your property/properties.
- ☐ You are NOT a government agency or public housing authority.
- ☐ You are current on all state and local tax obligations.
- ☐ Each of the property/properties for which you are applying for assistance has between 3 and 10 total housing units.
- ☐ NONE of the property/properties for which you are applying are seasonal/vacation rental buildings.
- ☐ If available, each of the property/properties for which you are applying has been issued an annual fire certificate, current as of 12/31/2019, by a Local Enforcement Agency responsible for fire safety. (If no fire certificate is issued annually for your municipality, NJHMFA reserves the right to screen your property for outstanding life safety code violations with NJDCA's Bureau of Housing Inspection.)
- ☐ Each of the property/properties for which you are applying has at least one rental unit that has missed or reduced rent payments between April and July 2020 due to the COVID-19 emergency.

New User Registration: Personal Info

- The last step in New User Registration is inputting your personal information as the authorized applicant (i.e., the property owner).
- Please note that you may only create one account per email address.

This name should exactly match the name on record in the DCA RIMS database.

Enter the 2-letter abbreviation for your state here.

Ensure that this is an email address to which you have regular access, and make sure to check your inbox and spam/junk folders often for notifications.

Start an Application for a Property

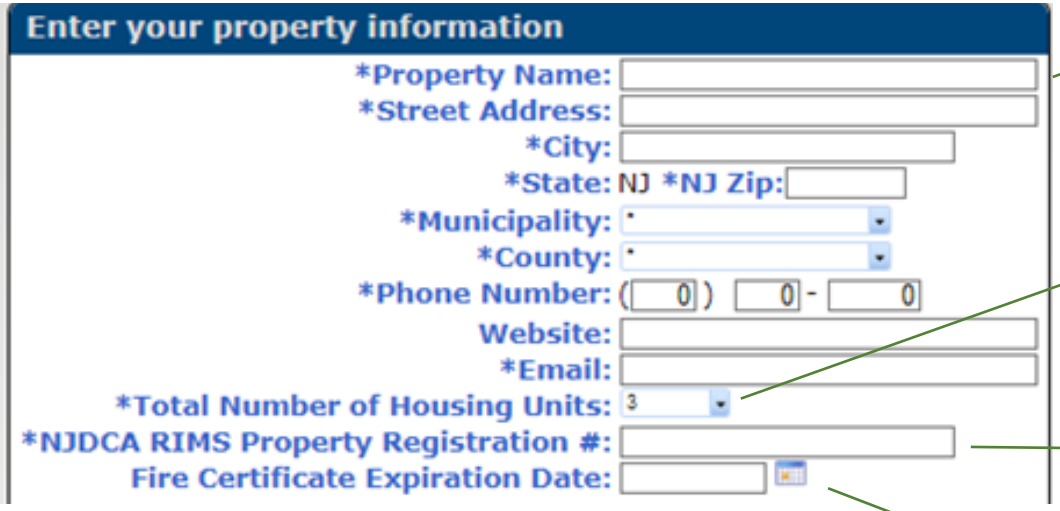
- When you sign into the SLEG Application Portal, you will see this home page.
- To start a new application, click on “New Application” in the top left corner of the screen.
- If you own multiple rental properties, you will need to add and submit a separate application for each rental property for which you’re applying.

Click here to start your application.

Here’s where you’ll find a summary of the Applicant information you used to create an account.

Enter your property information

- The first thing to do when you start an application is enter information about your rental property.
- Anything with an asterisk is required field.



This name should match the name on record with DCA as the Property Name, and it should be the name as the property is known to its tenants.

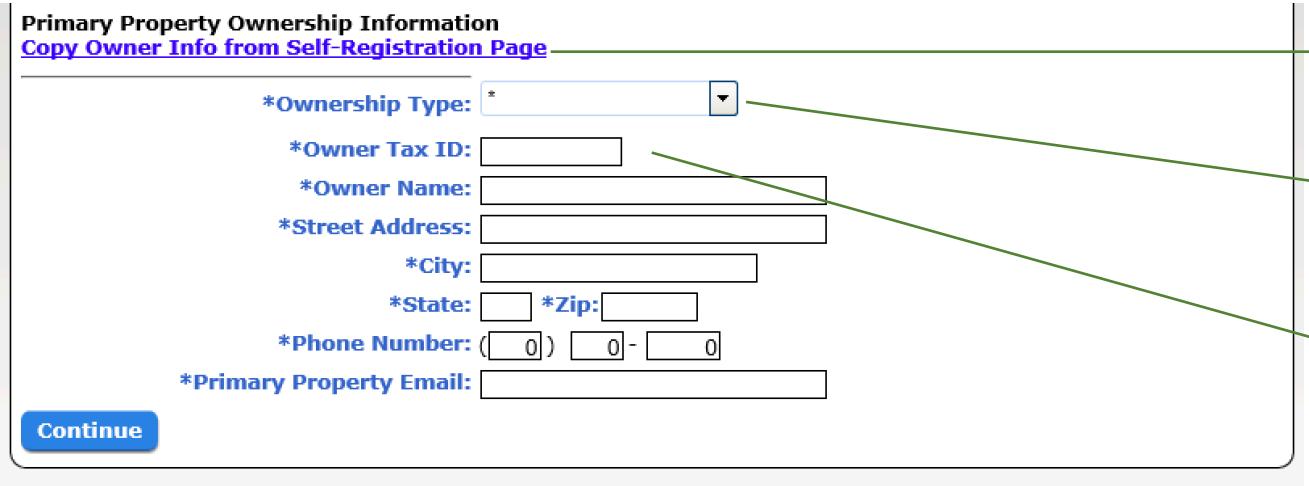
The SLEG Program is only open to properties with 3-10 units. If you live in one of the units in your property, the total number of housing units would include your unit. However, you may only request assistance for eligible *rental* units in your building.

This is the ten-digit Property Registration Number associated with your property in the DCA RIMS database. Ensure that this number is entered correctly, otherwise we won't be able to review your application.

This would be the expiration date for your property's fire certificate written in MM/DD/YYYY form. Remember, you are not required to upload a fire certificate with your application if you do not have a current one. This field is therefore not mandatory.

Enter your property information, cont'd.

- After filling out important details about your property, you will need to confirm information about the Primary Property Owner.
- After filling out the "Ownership Type" and "Owner Tax ID," you can hit the blue hyperlink that says "Copy Owner Info from Self-Registration Page." This will copy all the applicant information from when you first registered on the platform as a new user.
- It is important that the name you enter here exactly matches the name of the Primary Property Owner listed in the DCA RIMS database, otherwise we won't be able to review your application.



Click here to save time by copying information from when you first registered as a new user.

There are two options in this drop-down menu: "individual" and "legally-incorporated entity." Select the first if you are an individual or family property owner, and the second if you are an LLC, LP, GP, etc.

If you are an individual owner, you should enter your Social Security Number here (XXX-XX-XXXX format). If you are a business entity, please refer to pages 4-5 on the IRS Form W-9 to find the appropriate Taxpayer Identification Number (SSN or EIN) to enter here.

Mandatory Eligibility Question

- This Mandatory Eligibility question requires you to attest that all the units that you're applying for have rent levels that are at or below the county thresholds listed in the Maximum Rents bubble, adjusted for bedroom size.
- If you charge any of your units rents that are greater than those listed in the Maximum Rents bubble, those units are not eligible for SLEG assistance. If none of your units have rents at or below the Maximum Rent thresholds, you are not eligible for this program. If you answer "no" to this question, your application will not be processed.

Mandatory Eligibility

○Yes ◉No The tenant(s) in your property who missed or reduced their rent payments due to COVID-19 pay less or equal to the rents listed for your county in the Maximum Rents section below*.

Note that the default for yes/no's here is to have "No" selected. If you are eligible, you should make sure that "Yes" is selected so that your application can be processed.

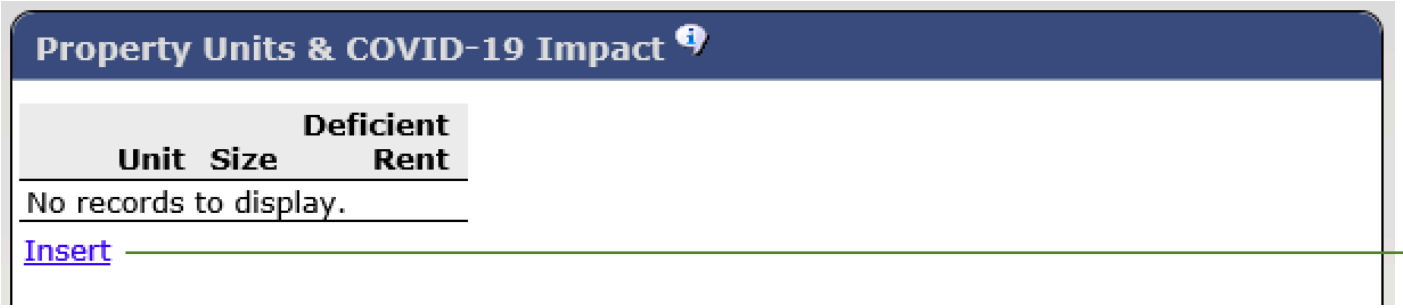
Maximum Rents

Bedrooms	Maximum Rent
Studio	$1,564.00
1	$1,676.00
2	$2,012.00
3	$2,324.00
4	$2,592.00
5	$2,861.00

These rents will adjust automatically based on the county you selected for your property.

Property Units & COVID-19 Impact

- Next, you'll need to provide a thorough accounting of the COVID-19 impacted units in your property and each unit's rent payment over the last 8 months. We ask for 8 months of history so we can compare pre-COVID rent payments to post-COVID rent payments.
- Remember, SLEG assistance is awarded on a unit-by-unit basis. Only apply for assistance for units that:
  - Meet the eligibility requirements **AND**
  - Have rents at or below the rents listed in the Maximum Rents bubble **AND**
  - Have been negatively impacted by COVID-19



Click "Insert" to add a unit to your application.

Property Units & COVID-19 Impact cont'd.

- You will need to fill out this chart for each eligible COVID-19 impacted unit in your property.

Property Units & COVID-19 Impact

Unit	Size	Deficient Rent

Building No.:
Unit No.:
No. Bedrooms: 0
Tenant Move-in Date:
Lease Term: 0 months

Total Rent Deficit: $0.00

Month	Rent Due	Rent Received
December 2019	$0.00	$0.00
January 2020	$0.00	$0.00
February 2020	$0.00	$0.00
March 2020	$0.00	$0.00
April 2020	$0.00	$0.00
May 2020	$0.00	$0.00
June 2020	$0.00	$0.00
July 2020	$0.00	$0.00

No records to display.

If your property has more than one building, list the number of the building in which the unit is located. If your property only has one building, write "1."

List the unit number here in the way that it's known to the tenant (e.g., "1A," "2-B," "3").

List the number of bedrooms in the unit ("0" for studio, "1" for 1-bed, etc.)

List the date on which the current tenant first moved in.

List the term of the lease for this unit (e.g., "1" if month-to-month lease, "12" if 1-year lease, "24" if 2-year lease).

This number is auto-calculated by the application portal. It equals the sum of the "Rent Due" values for April, May, June, and July minus the sum of the "Rent Received" values for April, May, June, and July. This tells us how much rent your tenant wasn't able to pay during this 4-month period.

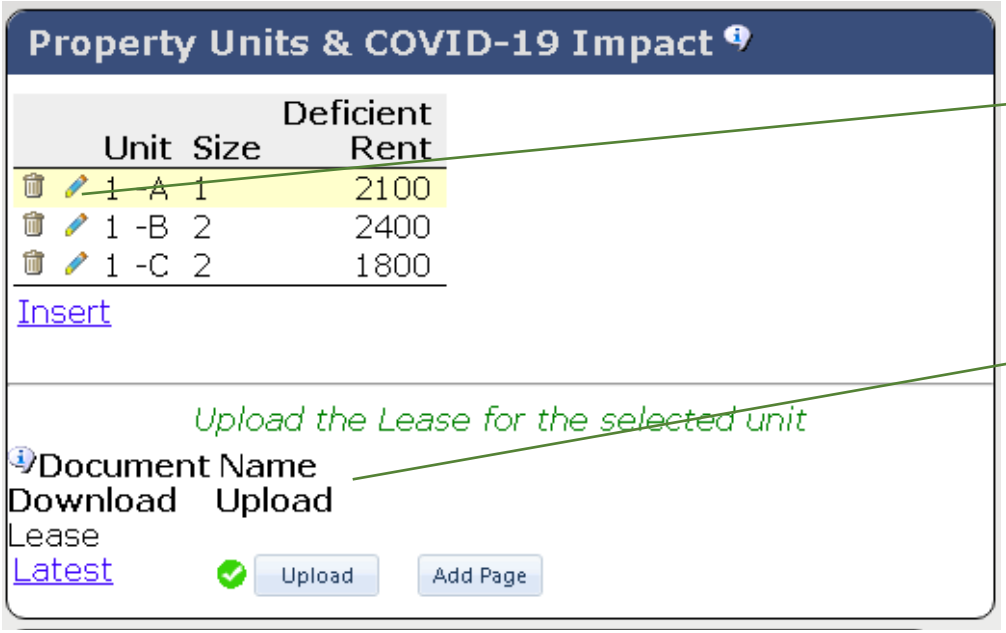
List the amount of "Rent Due" for each of the 8 months listed here, and the amount of "Rent Received." "Rent Due" is the amount of rent you charge per month, and it should match the amount on the lease you provide. "Rent Received" is any rent received by or on behalf of the tenant occupying the unit. If the tenant receives rental assistance of any kind (e.g., Section 8 Housing Choice Voucher) or used their security deposit in lieu of rent, these sources of rent should be accounted for in amount of "Rent Received." We ask for rent history for December to March to verify that rent non-payment between April and July is actually due to COVID-19.

To add the information you input for this unit to your application, click on the green check icon. To delete the information you have entered and start over, click on the red X.

Note: if your unit was vacant for any month(s) in this time period, enter "Rent Due" and "Rent Received" as "$0.00"

Property Units & COVID-19 Impact, cont'd.

- You must add a financial accounting for every unit that you're request SLEG assistance for. If you've added multiple units to your application, you'll see a summary appear, including the unit identifier, the bedroom size, and the amount of deficient rent accrued between April and July.
- You'll need to upload a lease (signed and dated by landlord and tenant, with the lease term and rent amount listed) for EVERY unit that you list on your application. Click here to see an example.



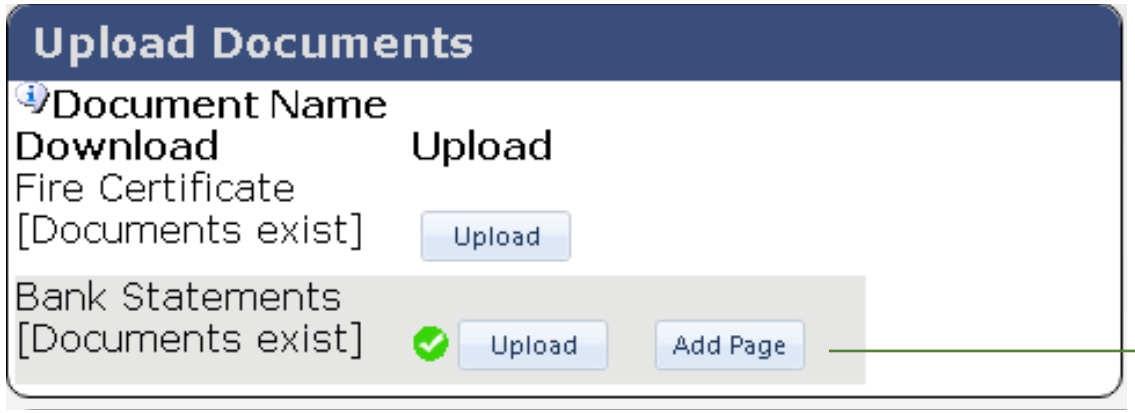
To edit the entry for a unit, press the pencil icon. To delete the entry, press the trash icon.

To upload a lease for a unit, click on the row for that unit in the chart above so that the row is highlighted in yellow. For instance, if you wanted to upload a lease for Unit A, click on that row in the chart so it is highlighted as it is above. Make sure you upload the lease that responds to the unit you've highlighted. If the document is successfully uploaded, you will see a green check next to the "Upload" button.

If there was a change of tenancy between December and July, upload all leases that were valid during this time period. You can add a second, third, etc. lease for a unit by clicking on the "Add Page" button to the right of the "Upload" button.

Upload Other Documents

- You'll also need to upload other documents that apply to your entire rental property: a current fire certificate (with an expiration date that falls on or after December 31, 2019) and 8 months worth of bank statements, covering the period just before the COVID-19 outbreak (December 2019 to March 2020) and period immediately after the COVID-19 outbreak (April to July 2020). **PLEASE NOTE: if you do not have an up-to-date fire certificate, you do not need to upload anything in the first field. We will then screen your property for outstanding life safety code violations once you have successfully submitted your application.**
- Remember: your bank statements should be annotated to show NJHMFA reviewers that rent payments were received before the COVID-19 outbreak in March and were reduced after the outbreak. Click here to see an example of what those annotations should look like.



To upload multiple months-worth of bank statements, click on "Add Page" to add new documents.

Duplication of Benefits Affidavit

- This section asks you to indicate whether you have applied for any other form of COVID-19 assistance for your rental property. Check “Yes” if you applied for any other federally-funded COVID-19 relief programs.
- Checking “Yes” will not disqualify you, but we reserve the right to adjust your award amount if you have received federal assistance from other sources.

Duplication of Benefits Affidavit

This affidavit must be completed by all persons and/or businesses that are applying for, been awarded and/or receiving any assistance funded by the Small Landlord Emergency Grant (SLEG) Program being offered by the New Jersey Housing and Mortgage Finance Agency (NJHMFA). The information within this affidavit will provide the NJHMFA with vital information processing the application required by the Stafford Act Section 312 on Duplication on Benefits (DOB). NJHMFA will complete a DOB analysis to determine the amount of CARES Act funding received. If approved for a grant from the SLEG program, applicant acknowledges that the SLEG grant amount will be adjusted to account for any DOB as determined by NJHMFA.

☐I am the Primary Property Owner and an authorized signer for the above listed property, and I hereby state and certify to the United States Federal Government and to NJHMFA as follows:

Other COVID-19 Assistance

Have you applied for COVID-19 assistance through any of the following programs?

○Yes ◉No	New Jersey Economic Development Authority Small Business Emergency Assistance Grant Program (Phase 1)
○Yes ◉No	New Jersey Economic Development Authority Small Business Emergency Assistance Grant Program (Phase 2)
○Yes ◉No	New Jersey Economic Development Authority Small Business Emergency Assistance Loan Program
○Yes ◉No	New Jersey Redevelopment Authority Small Business Lease Emergency Assistance Grant Program
○Yes ◉No	Any other federal, state, or local assistance funded through the federal CARES Act

Certification of Application

- This section asks you to make a number of important legal attestations. If you select “No” for any of these questions, your application will not be processed.

Note that the default for yes/no’s here is to have “No” selected. You should make sure that ”Yes” is selected in order for your application to be processed.

Certification of Application

Eligibility of financial assistance by the New Jersey Housing and Mortgage Finance Agency (NJHMFA) is determined by the information presented in this application. Any changes in the status of the proposed project from the facts presented herein could disqualify the project.

I, THE UNDERSIGNED, BEING DULY SWORN UPON MY OATH SAY:

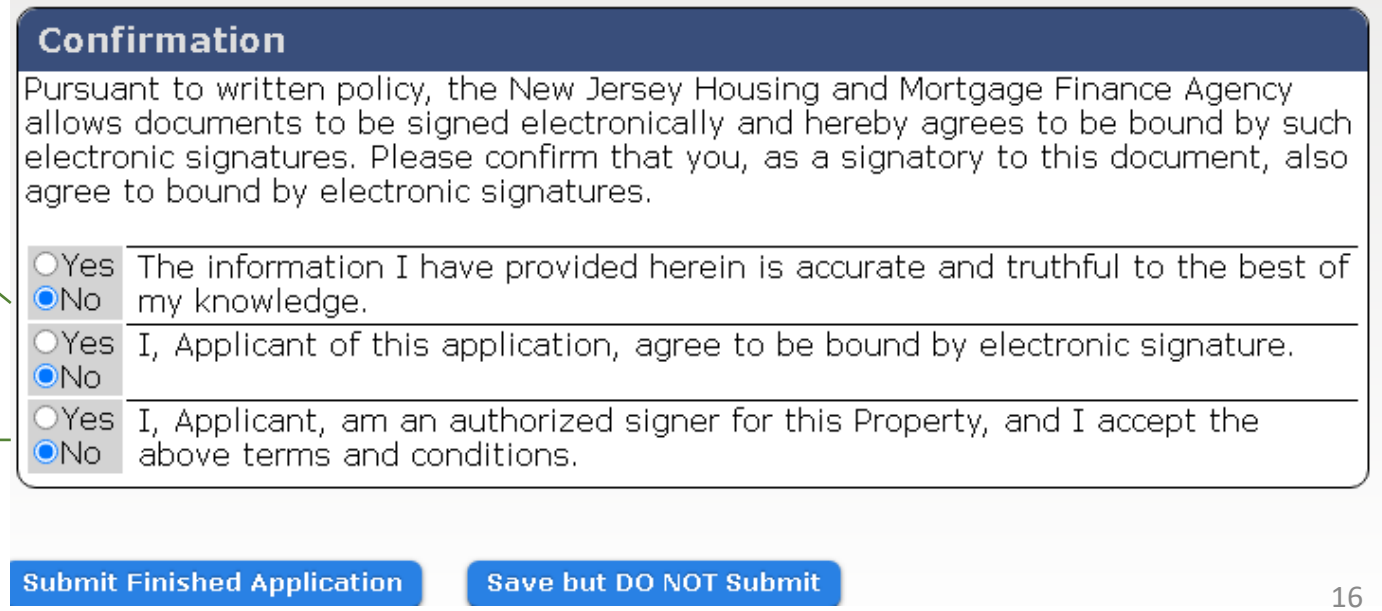
○Yes ●No	I certify that the information contained in this application is true and accurate to the best of my ability. I understand that if such information is willfully false, I am subject to criminal prosecution under N.J.S.A. 2C:28-2 and civil action by the NJHMFA, which may at its option terminate its financial assistance.
○Yes ●No	I certify that I am current on all local and state taxes. I understand that my SLEG funding may be subject to repayment if it is determined that I have an outstanding local or state tax liability. I further understand that HMFA reserves the right to require applicant to submit a tax clearance certificate as provided by the NJ Division of Taxation. I further understand that my application for SLEG funding may be denied if my certification with regard to tax liability owed to the State of New Jersey is false or misleading in any respect.
○Yes ●No	I authorize the New Jersey Department of Community Affairs to verify any answer(s) contained herein through a search of its records, or records to which it has access, and to release the results of said research to the NJHMFA.
○Yes ●No	I certify and agree that, if awarded the grant, I will not seek payment of outstanding back rent and any applicable late fees accumulated between April and July 2020 from any tenant whose missed rental payments were used as the basis of the claim for assistance. I certify and agree that I will not begin an eviction proceeding based on the rental payments missed by these tenants during the aforementioned time period. I understand that this certification may be used as evidence of payment of rent should I attempt to collect these payments from the existing tenants identified in my application. A material breach of this certification may result in the NJHMFA seeking repayment of the grant. I further understand and agree that NJHMFA may provide written verification of any grant funds to the tenant aided by the SLEG funds.
○Yes ●No	I certify that the Applicant has been negatively impacted by the COVID-19 pandemic and declared state of emergency (e.g., tenants have missed or reduced rent payments).
○Yes ●No	I authorize the NJHMFA to provide information submitted in this application to other State entity/entities which might participate in the requested grant with the NJHMFA. I further authorize the NJHMFA to provide information submitted in this application to a State entity/entities for Duplication of Benefits (DOB) analysis purposes, and I authorize the NJHMFA to review information submitted by other State entities regarding an applicant for DOB analysis purposes.
○Yes ●No	I acknowledge and understand that Title 19 United States Code Section 1001:(1) makes it a violation of federal law for a person to knowingly and willfully (a) falsify, conceal, or cover up a material fact; (b) make any materially false, fictitious, or fraudulent statement of representation:OR (c) make or use any false writing or document knowing it contains a materially false, fictitious, or fraudulent statement or representation, to any branch of the United States Government; and (2) requires a fine, imprisonment for not more than five (5) years, or both, which may be ruled a felony, for any violation of such Section.
○Yes ●No	I authorize that an electronic signature of this Application and any Approval Letter shall be a binding agreement on the parties.

Confirmation

- The Confirmation section requires you to confirm that all the information you provided in the application is correct and asks you to validate its truthfulness in the form of an electronic signature. If you select “No” for any of these questions, your application will not be processed.
- Once you have completed your application, you may either select “Submit Finished Application,” or “Save but DO NOT Submit.” The first option will submit your application to NJHMFA, while the second option allows you to save your work and submit at a later time.

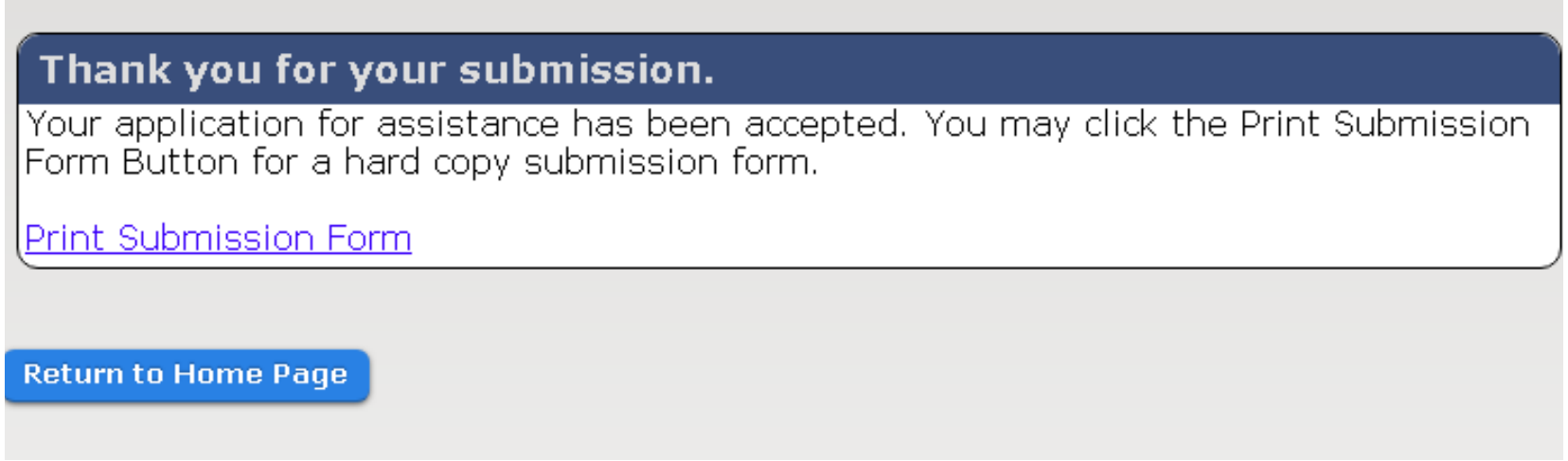
Note that the default for yes/no’s here is to have “No” selected. You should make sure that ”Yes” is selected in order for your application to be processed.

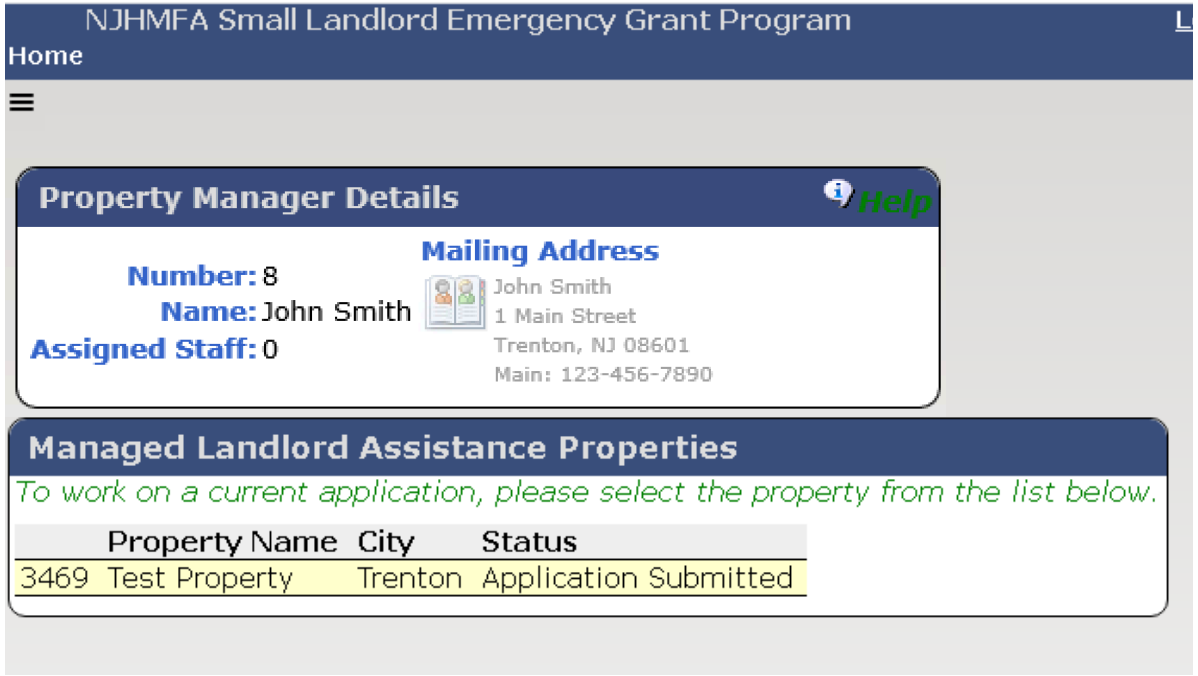
Only the Primary Property Owner as registered with DCA is an “authorized signer” for the property.



Application Submitted

- If your application is successfully submitted, you will see the following message. We recommend that you “Print Submission Form” and retain this document for your records.
- If you have another eligible property, click on “Return to Home Page” and start a new application.



Home Screen After Submission

- Once you've started working on or submitting an application, you will see the application in your Home Page workspace.
- The "Status" section of the list will change as NJHMFA Reviewers evaluate your application.
- You will receive a notification by email any time your application status is changed, but we recommend that you check back at least once every few days to ensure that you don't miss any updates. We also recommend checking your trash/spam folders to ensure that notifications are not lost.