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**Prince George's County  
 Emergency Rental Assistance (ERA) Program  
 Instructions for Tenant On-Line Portal**

**NOTE:** Income eligible families' annual income cannot exceed 80% of the Area Median Income (AMI), as determined by HUD, and adjusted for household size. (see chart below)

FY 2020 Income Limit Area	Median Family Income	FY 2020 Income Limit Category	Persons in Family							
			1	2	3	4	5	6	7	8
<b>Washington-Arlington-Alexandria, DC-VA-MD HUD Metro FMR Area</b>	\$126,000	Low (80%) Income Limits (\$)	55,750	63,700	71,650	<b>79,600</b>	86,000	92,350	98,750	105,100

1. In order to log-in to complete the application, you must register at the on-line portal site with a username and password.
  - SELECT “Register as Tenant” in order to complete registration
  
2. Review the required Documents for Application
  - Gather the necessary documents as listed on this page
  - Download the downloadable and fillable forms
  - Applicant must complete and then upload to the On-Line Portal Site, all required documents.
  
3. After logging in, please complete the application. The application will request information, including the following:

- Name
- Rental Address, including the applicable unit number

4. Complete all applicable fields based on type of request - Utility and Rental Information

- ***For Rental Assistance***
  - Complete all fields
  - Add which months you need assistance for and the amounts of each month, as shown below:

\*Add which months you need assistance for and the amount for each month here ->  
(Click on the "add months" and select each delinquent month and year. Repeat process for each addition delinquent month.)

Year	Month	Amount(\$)	Resident Contribution
		<input type="text" value="0"/>	

\* How much is owed (excluding late fees, court costs, etc):

\* Number of months assistance asked for:

Save Rental Information

- Click on the ADD MONTHS button and complete the fields in the pop-up box as many times as necessary to add each delinquent month
- Complete all fields – SAVE

- ***For Utility Assistance***
  - Complete all fields
  - Add which months you need assistance for and the amounts of each month, as shown below:

\* State which months you are requesting assistance for:

\* How much is owed (excluding late fees, court costs, etc):

\* Number of months of utility or home energy cost payments for which ERA assistance is requested:

Save Utility Information

- Click on the ADD MONTHS button and complete the fields in the pop-up box as many times as necessary to add each delinquent month
- Complete all fields – SAVE

5. Complete your Landlord's information. Tenant will need the Landlord's information, including the following:

- Landlord's Name or Company Name

- Contact Person
  - Email
  - Phone Number
  - Landlord's SSN or Tax ID#
6. Household Information
- Complete all field (include SSN, *if available*)
  - Applications without SSN will also be processed, if otherwise eligible
7. Review and upload **ALL** of the required Documents for Application
- All applicable information must be submitted for an application to be determined to be complete
8. Once your application is submitted, you will *not* be able to go back into the Tenant Portal to make additional changes to your application unless directed by DHCD. DHCD will review your application and contact you via e-mail regarding any discrepancies or missing information for your application. **It is important that you monitor your e-mail for any messages from DHCD.**

**Questions: E-mail: ERAPTenant@co.pg.md.us**