



Aspasia Xypolia
Acting Director



Angela D. Alsobrooks
County Executive

Prince George's County

Emergency Rental Assistance (ERA) Program

Frequently Asked Questions for Landlords

The Prince George's County Department of Housing and Community Development seeks to provide economic support to tenants suffering from income loss and offering relief to landlords on behalf of renters experiencing financial difficulties due to the COVID-19 pandemic public health emergency. The following frequently asked questions provide additional information about the Emergency Rental Assistance Program:

DEADLINE and ELIGIBILITY

1. **Question:** Is there an application deadline?

Answer: No. Applications will be received on a rolling basis. However, if you wait to apply, the funding may be exhausted.

2. **Question:** Is my property eligible?

Answer: Properties are eligible if the landlord holds a current rental license from Prince George's County that includes multi-family buildings, single family homes, condominiums and cooperatives. You can check the Prince George's County Department of Permits, Inspections and Enforcement (DPIE) rental license database to determine if your rental license is current.

3. **Question:** If the tenant received assistance from the previous rounds of emergency rental assistance, is the tenant still eligible for assistance in this round?

Answer: Yes. A tenant can receive up to a total of twelve months of additional rental assistance, meaning that if a tenant has already received three months of rental assistance, the tenant may still qualify for up to an additional 12 months. Please note these cannot be months where the tenant has previously received rental assistance.

4. **Question:** Is the tenant's Social Security number needed in the application?

Answer: If available, the tenants can provide their Social Security number in the portal. Eligible applications for tenants without SSN will still be reviewed and processed.

5. **Question:** If the tenant receives housing assistance from the federal, state or local government, are they still eligible for this program?

Answer: Interested applicants must first consult with the Housing Authority that issued the applicable housing assistance (for example, Housing Choice Voucher). Additionally, applicants may consult with DHCD as these applications will be reviewed on a case-by-case basis.

TIMEFRAME

6. **Question:** How many months of delinquent rent can I apply for on behalf of the tenant?

Answer: The Emergency Rental Assistance is provided for up to 12 months and can be requested as early as April 1, 2020 for rental delinquencies related to COVID-19.

7. **Question:** How long and how much funding can be applied to the tenant's rent?

Answer: The maximum period of time is 12 months. There is no cap on the amount of assistance; however, it would be equal to the tenant's amount of rent for the eligible month, excluding fees and other costs.

8. **Question:** If a tenant has a rental delinquency prior to April 1st can that be included?

Answer: The Emergency Rental Assistance Program only covers rental delinquencies incurred after April 1, 2020. This means that any outstanding rent for the month of March will not be covered by the Program. When reporting the delinquencies on the Owner Losses Report, **you should be recording the amount of rent due for each month beginning April 1st and thereafter** (instead of the cumulative delinquency), excluding fees and other costs.

APPLICATION

9. **Question:** Should landlords submit a new application for this round of funding?

Answer: Yes, landlords must submit a new application and new supporting documents for this round of funding. Some of the supporting documents are the same and some are different for this round of funding.

10. **Question:** Is the property Deed required for submission of the ERAP Application?

Answer: Yes. Landlords/Owners will not be able to complete the ERAP application without a copy of the property Deed. Please note that a copy of the property Deed can be access free of charge from the State of Maryland Land Records website: <https://mdlandrec.net/main/index.cfm>

11. **Question:** How will I know if DHCD has all the documentation and information they need from me to process the application?

Answer: Once your application is submitted, you will *not* be able to go back into the Landlord Portal to make additional changes to your application. DHCD will review your application and contact you via e-mail to inform you of any discrepancies or missing information that will prevent processing your application. It is important that you monitor your e-mail for any messages from DHCD.

12. **Question:** If I do not agree with some of the language in the Rental Assistance Agreement, do I have the ability to alter or challenge the agreement?

Answer: No. All of the documents required for participation in the Emergency Rental Assistance Program are non-negotiable. If you do not agree with any of the terms outlined in the Rental Assistance Agreement and the supporting documentation, you will not be able to participate in the program.

13. **Question:** When I apply for a specific dollar amount from the Emergency Rental Assistance Program, am I guaranteed to receive that amount?

Answer: No. Simply applying for funding through the Emergency Rental Assistance Program does not guarantee you will be awarded the full amount. Your application is subject to review by DHCD and funding availability. Following review and if approved, you will be e-mailed a notice of approval with the dollar value of the approved rental assistance, along with the non-negotiable terms and conditions. You must indicate that you accept the final amount of assistance, as determined by DHCD, to receive payment.

14. **Question:** If utilities are included in the rent, will the ERA Program still make the rent payment?

Answer: Utilities that are covered by the landlord will be treated as rent.

15. **Question:** I have multiple rental properties; do I have to fill out an application for each property?

Answer: Yes. Owners or Landlords should complete one application for each property. The owner/landlord must also complete separate Owner Losses Reports for each rental property where losses are being claimed. Each Owner Losses Report must be accompanied by a complete set of documents for each tenant, including the income verification, 1st and Signature Page of the lease and the Rent Ledger.

16. Question: Are there any restriction on collecting the balance of the rent from the tenant?

Answer: If you accept payment from DHCD on behalf of the tenant, you are agreeing to waive any outstanding rent payments *for a period of thirty days, immediately prior to the first day of the Rental Assistance months*. This is applicable only to rental properties with 10 or more units. For example:

Example 1: A tenant has past due rent from January 1, 2020 through August 2020. Where an owner is approved for rental assistance payments for the months of April – August 2020, the owner must waive the outstanding rents for the month of March. (Please note that the waived past due rents may not be related to COVID-19).

Example 2: A tenant has past due rent from March 1, 2020 through October 2020. Where an owner is approved for rental assistance payments for the months of May – October 2020, the owner must waive the outstanding rents for the month of April. (Please note that the waived past due rents may not be related to COVID-19).

Owner shall not accept any other payments for the Owner Losses or Prior Defaulted Rent. Prior Defaulted Rent is that rent inside of that 30-day lookback window.

OTHER

17. Question: Will funds received from the County's Emergency Rental Assistance Program be taxable by the Internal Revenue Service (IRS)?

Answer: Funds received through the ERA Program may be considered income to the tenant and may be subject to taxes by the IRS. Please consult with your tax preparer/advisor for more information.

18. Question: What is a D-U-N-S Number and is it required for completion of the application?

Answer: Yes. Dun & Bradstreet (D&B) provides a D-U-N-S Number, a unique nine-digit identification number, for each physical location of your business. D-U-N-S Number assignment is FREE for all businesses required to register with the US Federal government for contracts or grants.

To request your D-U-N-S Number via the Web, please go to:
<https://fedgov.dnb.com/webform/pages/CCRSearch.jsp>. If one does not exist for your business location, it can be created within 1 business day.

Additional questions? Please submit questions to: ERAPLandlord@co.pg.md.us