



## City of Santa Ana CARES for Tenants Program Landlord / Property Manager Certification of Rental Assistance

Low-income renters who are struggling to pay their rent due to the Coronavirus can receive assistance in the form of a payment to their landlord for 100% of their rental arrears / past due rent owed on or after April 1, 2020. The City will provide assistance to eliminate rental arrears and pay up to three months of prospective rent for eligible households. The total amount of financial assistance an eligible household may receive must not exceed 18 months.

**INSTRUCTIONS FOR CASE MANAGER:** In the table on the next page please input each type of assistance that the tenant received or is eligible to receive in order of the month to which it applies: PREVIOUS ERA ASSISTANCE FOR ARREARS, RECERTIFIED ERA ASSISTANCE FOR ARREARS & ERA ASSISTANCE FOR PROSPECTIVE RENT.

**INSTRUCTIONS FOR LANDLORD OR PROPERTY MANAGER:** Please carefully review the information and table below to ensure you fully understand, agree and accept the TOTAL APPROVED ASSISTANCE for which your tenant is eligible. Please note that the balance of rental arrears on your rental ledger may be different from the TOTAL APPROVED ASSISTANCE because your tenant may be eligible for up to three months of prospective rental assistance. The total number of months to which assistance is applied cannot exceed 18 months and certain fees charged to the tenant's ledger may not be eligible for assistance under the **CARES for Tenants Program** guidelines.

**Applicant Full Name:** \_\_\_\_\_

**Case ID #:** \_\_\_\_\_  
*(If known)*

**Address:** \_\_\_\_\_  
\_\_\_\_\_

**TOTAL APPROVED ASSISTANCE:** \$ \_\_\_\_\_

- ❖ Assistance may include fines, fees, and penalties as well as utilities charged to the tenant by the property. Utilities charged by a 3<sup>rd</sup> party cannot be included.
- ❖ Prospective rental assistance payments cannot exceed 3 months of assistance.
- ❖ The total number of months to which assistance is applied cannot exceed the maximum of 18 months and the TOTAL APPROVED ASSISTANCE cannot exceed the current monthly rental amount multiplied by 18.
- ❖ All calculations must be verifiable by the tenant's lease, rental ledger and other documentation.



MONTH	PREVIOUS ERA ASSISTANCE FOR RENTAL ARREARS <i>incl. utilities included in lease</i>	RECERTIFIED ERA ASSISTANCE FOR RENTAL ARREARS <i>incl. utilities included in lease &amp; late fees, fines &amp; penalties</i>	ERA ASSISTANCE FOR PROSPECTIVE RENT <i>incl. utilities included in lease</i>
Apr-20			
May-20			
Jun-20			
Jul-20			
Aug-20			
Sep-20			
Oct-20			
Nov-20			
Dec-20			
Jan-21			
Feb-21			
Mar-21			
Apr-21			
May-21			
Jun-21			
Jul-21			
Aug-21			
Sep-21			
Oct-21			
Nov-21			
Dec-21			
Jan-22			
Feb-22			
Mar-22			
Apr-22			
May-22			
Jun-22			
Jul-22			
Aug-22			
Sep-22			
<b># MONTHS ASSISTED</b> <i>(cannot exceed 18 mos. total)</i>			
<b>TOTAL ASSISTANCE</b>			
<b>TOTAL COMBINED ASSISTANCE</b>		<i>CANNOT EXCEED 18 x CURRENT MONTHLY RENT</i>	
<b>TOTAL APPROVED ASSISTANCE</b>		<i>RECERTIFIED ERA ASSISTANCE + PROSPECTIVE ERA ASSISTANCE</i>	



**LANDLORD OR PROPERTY MANAGER CERTIFICATION:**

By providing my signature below, I am certifying that all information in this document is true and correct. I am also certifying that the TOTAL APPROVED ASSISTANCE will be used for the sole purpose of paying my tenant’s rent and will be applied to the appropriate month(s) in accordance with the table above. I am also attesting that prospective rental payments will be used for the sole purpose of paying my tenant’s forthcoming rent. I am also attesting that if the tenant vacates their unit prior to all prospective rent being applied, I will remit the remaining funds to the City of Santa Ana. Failure to comply with any of the above guidelines will result in recapture of funds paid and possible prosecution by state and federal authorities.

This organization is supported with Federal funding. According to Title 18, Section 1001 of the U.S. Code, it is a felony for any person to knowingly and willingly make false or fraudulent statement to any department of the United States Government. By providing my signature below, I certify under penalty of perjury, that all information in this document is correct to the best of my knowledge and belief, and I acknowledge that such information is subject to verification. I also acknowledge that my failure to provide necessary documents within a reasonable period of time or falsification of this information shall be grounds for denial of assistance, and that I may be subject to prosecution under the law. I authorize the release of said information to local, State and/or Federal agencies and to City Santa Ana staff within five years of this date.

**Landlord or Property Manager Full Name:** \_\_\_\_\_  
**Signature:** \_\_\_\_\_  
**Date:** \_\_\_\_\_

**PLEASE NOTE: Your signature must be hand-written, signed digitally by hand or through a verifiable electronic signature (i.e. DocuSign or Adobe E-Signature). A typed signature may not be accepted.**

**CASE MANAGER CERTIFICATION:**

This organization is supported with Federal funding. According to Title 18, Section 1001 of the U.S. Code, it is a felony for any person to knowingly and willingly make false or fraudulent statement to any department of the United States Government. By signing this Document, I certify under penalty of perjury, that all the information on this application is correct to the best of my knowledge and belief, and I acknowledge that such information is subject to verification.

**Full Name:** \_\_\_\_\_  
**Agency:** \_\_\_\_\_  
**Signature:** \_\_\_\_\_  
**Date:** \_\_\_\_\_