Rent and Mortgage Relief Program:

Landlord Program

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Virginia
Housing

RMRP: Landord Program

The Virginia Rent and Mortgage Relief Program (RMRP): Landlord Program is designed to support and ensure housing stability across the Commonwealth during the coronavirus pandemic.

This program allows landlords or their authorized agents to apply directly to Virginia Housing for eligible rent relief on behalf of their tenants.

RMRP: Tenant Program

The Department of Housing and Community Development is administering the Rental Mortgage Relief Program: Tenant Program.

This program allows a tenant to apply for rental assistance through identified providers throughout the Commonwealth.

For more information on the tenant program visit, **https://www.dhcd.virginia.gov/rmrp**.

Keep in Mind

- Households may participate in the tenant program or landlord program but cannot participate in both programs.

    - If a tenant is already working with a non-profit agency in the tenant program, continue that process.

    - Landlords with tenants that have not received assistance can apply through Virginia Housing's RMRP Landlord Program.

Getting Started

- Visit www.virginiahousing.com/RMRP

  - RMRP Program Details for Landlords
  - Landlord Flyer and Tenant Flyer
  - RMRP Application and Agreements
  - 80% AMI Guide and 150% FMR Guide
  - Landlord User Guide to create a profile and enter tenant application data
  - Grant Management System (GMS)
  - ACH Authorization Form for Landlords
  - Multiple Property Template

Creating Your Profile

- Download the Landlord User Guide

- Landlords will register at www.vhdagrants.com

- Create a User and Organization profile
  - The organization represents your property
  - If you have multiple properties under the same user we will create the additional property profiles for you

Creating Your Profile

- Required documents
  - W9: signed and dated within the past 3 years

  - ACH: if you want to receive electronic payments
    - Include a voided check or account number and routing number provided by your financial institution

  - Multiple Property Spread Sheet
    - Only Include properties that have eligible tenants

Creating Your Profile

- Required documents are submitted through a secure portal
  - The link is provided on the registration page
    https://web1.zixmail.net/s/login?b=vhda

RMRP Landlords

In order for Virginia Housing to review your profile and provide you with a user name and password we will need to collect a W9, ACH, and if applicable a multiple property spreadsheet. **It is very important to include a voided check or deposit slip with your ACH paperwork and your W9 must be dated within the last three years.**

These documents can be submitted to rmrp@virginiahousing.com *HERE*

You can download the ACH form *HERE*

If you manage multiple properties, you need to attach a completed Multiple Property Spreadsheet to have all of the properties attached to your user profile. You can download the template for the spreadsheet *HERE*

Multiple Properties

- One user with multiple properties: Complete one profile and send us a completed multiple property spreadsheet.

- Two payment options
  1. **Multiple Properties with one clearing house account**: provide individual w9s for all properties

  2. **Multiple properties with individual W9 & ACH:** provide individual w9s and ACH for all properties

Creating Your Profile

- Once we receive your registration and required documents we will email you that your profile is being reviewed

- Profile reviews may take up to 5 business days once all paperwork is received

- Once approved you will receive a username & password to log into GMS

Registration Tips

- **Use the resources we have provided**

- **The Landlord User guide will ensure that you do not miss a step**

- **Don't rush - complete each step and attach required documents**

- **Email RMRP@Virginiahousing.com**

- **Be patient: volume is high and we are working to assist you and your tenants**

Submitting an Application

- Applications will be submitted through GMS
  - www.vhdagrants.com

- Pull up the Landlord User Guide
  - https://www.vhda.com/BusinessPartners/PropertyOwnersManagers/RMRPDocuments/Landlord-User-Guide.pdf

  - We have provided screenshots and instructions for completing an application

Submitting an Application

Log into www.vhdagrants.com
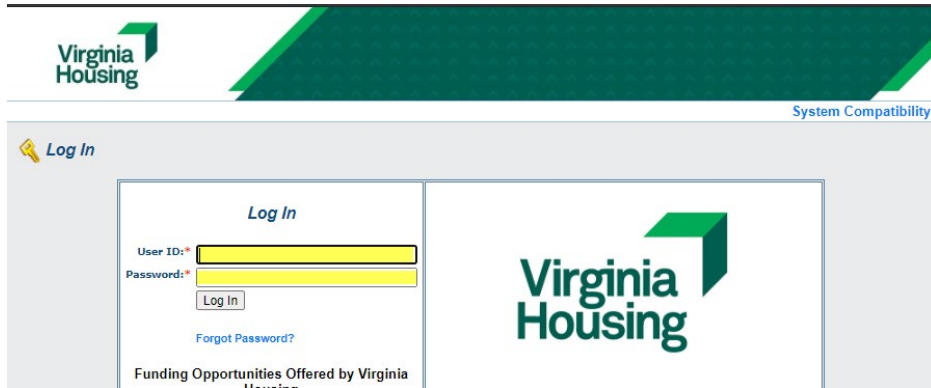
Once logged in, select **Funding Opportunities** from the main menu.
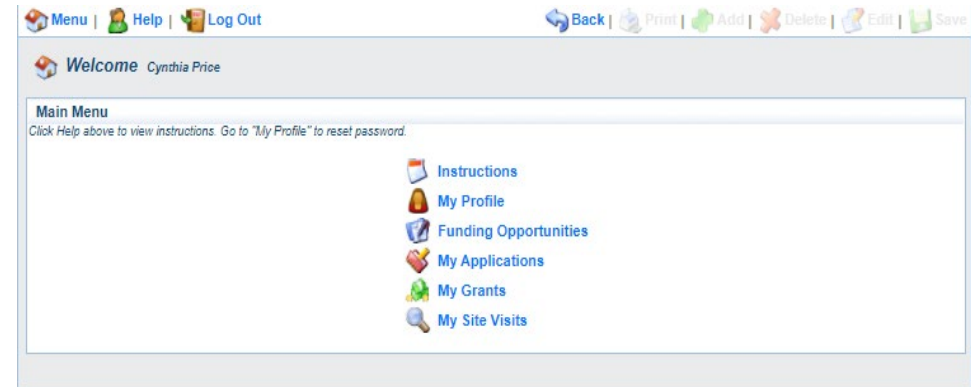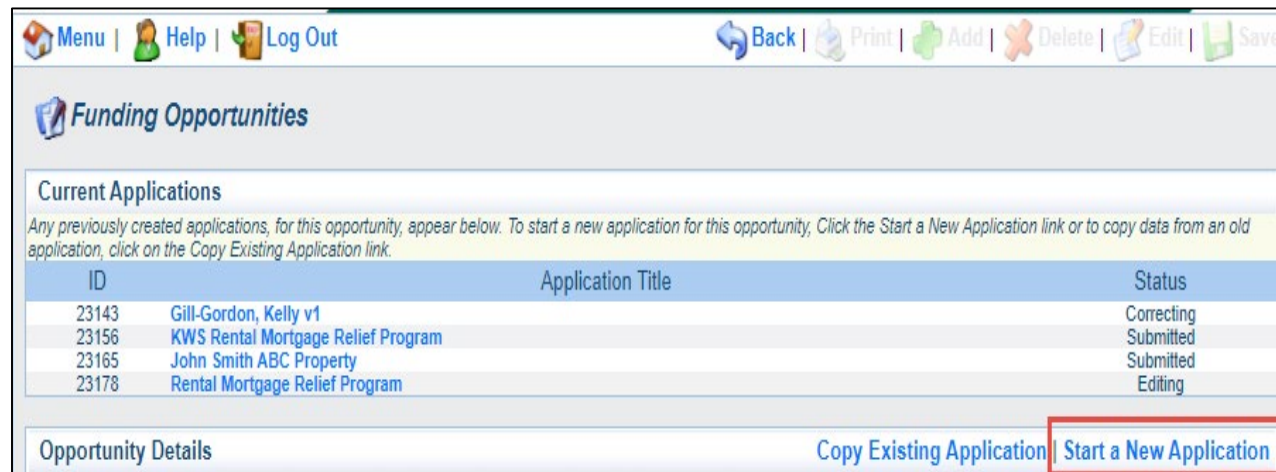
Select **Virginia Rent and Mortgage Relief Program: Landlord Program**

22247	Virginia Housing Development Authority	Predevelopment Loan Fund	FY21 Predevelopment Loan Fund	Pre-Application Deadline not Applicable	05/31/2021
23142	Virginia Housing Development Authority	Rent Mortgage Relief Program	Virginia Rent and Mortgage Relief Program: Landlord Program	Pre-Application Deadline not Applicable	11/15/2020
21261	Virginia Housing Development Authority	Rental Unit Accessibility Modification	FY21 Rental Unit Accessibility Modification Grant	Pre-Application Deadline not Applicable	05/31/2021
23099	Virginia Housing Development Authority	Sponsorship Program	FY21 Event Sponsorship Program Round 3 : Funds Events Held March 1, 2021 - June 30, 2021	Pre-Application Deadline not Applicable	12/31/2020

Submitting an Application

If this is your first application, you will select **Start a New Application**. If you have already started an application, you will see it at the top of the page.

Application Tips

- The Landlord User guide will lay out the process, step by step

- Make sure to title the application using the tenants Last Name, First Name

- Each form must be marked as complete

- Required documents must be attached; Tenant Application to include signed certifications & agreements, tenant ledger, lease

- The Application has not been sent to us and is not complete until you hit the Submit button

Final Points

- If your application has been approved, submit a contract amendment to request additional rent or fees. The contract amendment process can be found on page 15 of the User Guide.

- If your application is under review, Virginia Housing will add November and December rent to the application. You don't need to do anything.

- In order to be eligible for November and December rents, the tenant's lease must be effective through December 31, 2020.

- <u>Applications must be received by 11:59 p.m. on Nov. 15, 2020.</u>

www.virginiahousing.com/rmrp

RMRP@VirginiaHousing.com

Thank You.

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Virginia Housing