



Virginia Rent and Mortgage Relief Program: Landlord Program User Guide

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Grant Management System Registration

To apply for the Rent Mortgage Relief Program, you need to go to Virginia Housing's Grant Management System and create a new user profile. To do so, follow the following steps:

- Go to <https://www.vhdagrants.com/>
- Unless you already have a profile, you will start by clicking **Register Here**

- Fill in the requested information for you (Personal Information) and your Property (Organization Information).

For Organization Type it is important to select Landlord (RMRP)

- Things to keep in mind:
 - Virginia Housing uses this grant management system for a variety of programs, so some items may not be applicable to your property.
 - ***Items with a red asterisk * are required and you must provide an answer to complete this page.**
 - After the profile is created, you can add as many other individual users as needed to the Organization. Please only complete ONE registration per property for now.
 - The system will 'look' for a valid format for fields like email address, phone numbers, etc.
- Each Property will need to be setup as its own 'Organization' in the grants system. An individual person can be linked to as many Organizations (properties) as needed. If you have multiple properties to setup, create your individual profile and the organization profile for the first property. At the bottom of the registration page, you can download a template for additional properties. Fill in this spreadsheet and include it with your ACH and W9 through our zip portal <https://web1.zixmail.net/s/login?b=vhda>
- The registration process includes the ability to email documents through our zip portal. The requested documents are the ACH set-up form and a copy of your W-9, both of which are required for your property to be set up to receive payment under this grant. **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.** Please provide this information at the time of registration to avoid delays in the approval of requested funds through our zip portal <https://web1.zixmail.net/s/login?b=vhda>.
- **After logging into the zip portal you will email the ACH, W9, and multiple property spreadsheet, if applicable, to rmp@virginiahousing.com.**
- When all items are complete, including the reCAPTCHA check, hit the **Register** link to complete your registration. After your request has been reviewed, you will be emailed your User Login and how to set your password.

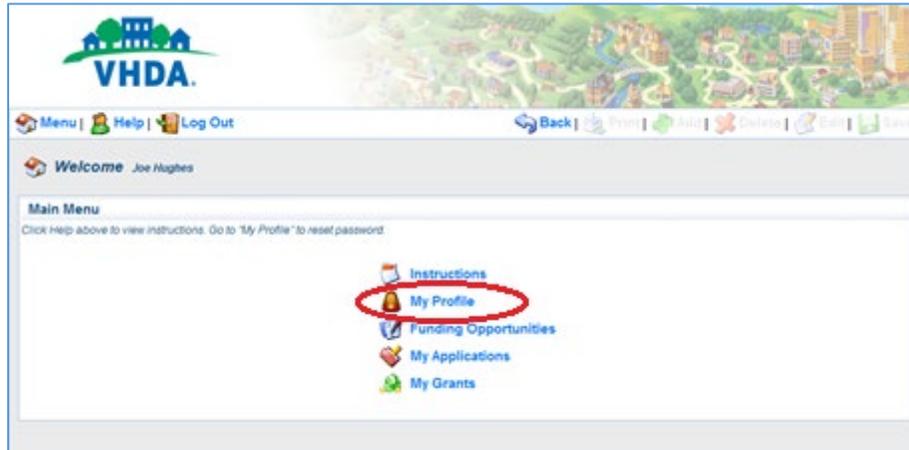
The image shows a portion of a web form. On the left, there is a label 'Verify Submission'. To its right is a reCAPTCHA widget containing a checkbox labeled 'I'm not a robot' and the reCAPTCHA logo with links for 'Privacy - Terms'. On the far right of the form, a blue button labeled 'Register' is highlighted with a red rectangular box.

If you have any problems completing the registration, please email RMRP@virginiahousing.com for assistance.

Adding Additional Profile Users

On logging in, you will be presented with the **Main Menu**.

Click on **My Profile**:



Scroll to the bottom of the Organization page, where you will see **Registered Users**. Click 'Add' on the right-hand side of your screen to add a user in your Organization.

The screenshot shows the 'Registered Users' section of an organization page. It includes a table with columns for Name, Email, Phone, City, State, and Remove. A red dashed arrow points to the 'Add' button in the top right corner of the section.

Name	Email	Phone	City	State	Remove
Jackie Chan	jackie.chan@jvllstech.com	123-456-7899			Remove
Joe Hughes	joseph.hughes@jvllstech.com	123-456-7891	Round Hill	Virginia	Remove
Joe Nonprofit	meg.johnson@vhda.com	804-555-5555	Richmond	Virginia	Remove

Enter the individual's contact information.
(All fields marked with a **Red Asterisk (*)** are **required**.)

Click **Save** when finished.

VHDA

Menu | Help | Log Out | Back | Print | Add | Delete | Edit | Save

My Profile

My Profile

Name: *
Salutation First Name Middle Name Last Name

Title:

Email: *

Phone: *
Phone Ext.

Click **Add** and repeat the above process to add more individuals.

User Id and Passwords will be sent to the new user automatically.

Last Edited By: Joe Hughes, 06/22/2015

Registered Users						Add
<i>The people below also belong to the above organization. If the Add button is available in this section, then you can add people to your organization and bypass the standard registration process.</i>						
Name	Email	Phone	City	State	Remove	
Jackie Chan	jackie.chan@dullestech.com	123-456-7899			Remove	
Joe Hughes	joseph.hughes@dullestech.com	123-456-7891	Round Hill	Virginia	Remove	
Joe Nonprofit	meg.johnson@vhda.com	804-555-5555	Richmond	Virginia	Remove	

Click **Log Out** and close your window when finished.

Adding Additional Properties

Each Property will need to be setup as its own 'Organization' in the grants system. When you register you will create your first property. While doing the registration, you can provide the information for the additional properties and they will be linked to your account. To do this:

- Click on the download link just above the Multiple Property Spreadsheet upload button.

RMRP Landlords
 Attach a completed ACH form, including the requested canceled check, to be set up for electronic funds transfer.

ACH Form No file chosen

W-9 No file chosen

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 Property Spreadsheet No file chosen

- Fill in the spreadsheet with the information for each of your additional properties. Use as many rows as necessary. You do not need to list the 'first' property entered when you registered.

Registered User Name (Last, First)									
Property Name:	Tax ID #	Street Address	City	State	Zip	Phone	First Name	Last Name	
1									
2									
3									

- Upload the completed spreadsheet to the "Multiple Property Spreadsheet" button on the registration page.
- When the additional properties have been added to the system you will be notified. When you receive this notification:
 - Log into the grants system.
 - From the main menu, select **My Profile**

Virginia Housing

Menu | Help | Log Out | Back | Print | Add | Delete | Edit | Save

Welcome Cynthia Price

Main Menu
 Click Help above to view instructions. Go to "My Profile" to reset password.

- Instructions
- My Profile**
- Funding Opportunities
- My Applications
- My Grants
- My Site Visits

- Under “Associated Organizations” you will have a list of all the properties that are linked to your profile. Select the name of one of the added properties.

My Profile

[Alert History](#) | [My Alerts](#) | [Reset Password](#)

Feel free to edit your profile any time your information changes. Create your own personal alerts using My Alerts. Reset your password under Reset Password.

Name: Ms. Cynthia Price
Salutation First Name Middle Name Last Name

Title: Chief Advisor

Email: vhdagrants@virginiahousing.com

Phone: 804-343-5534
Phone Ext.

Internal User

Date

Last Edited By: Keith Sherrill

Associated Organization

Name	Type	Website	Phone	City	State
ABC NonProfit	Nonprofit with 501c3 IRS Status	www.vhda.com	804-343-5534	Richmond	Virginia

- This takes you to the registration page. Select **Edit** to make changes and complete the property information.

Virginia Housing

Menu | Help | Log Out | Back | Print | Add | Delete | **Edit** | Save

My Profile

ABC NonProfit

Feel free to edit your profile any time your information changes.

Organization Information

Organization Name: ABC NonProfit

Organization Type: Nonprofit with 501c3 IRS Status

TAX ID: 111111111

DUNS#
Required for organizations applying for federal funds

Physical Address

Physical Address: 601 South Belvidere Street
 Suite 120

City: Richmond Virginia 23220
City State/Province Postal Code/Zip

Phone: 804-343-5534
Ext.

Fax:

Organization Website: www.vhda.com

Executive Director Information

First Name: Tracy

- You need to add the ACH form and W-9 for each property to complete the setup.

RMRP Landlords

Attach a completed ACH form, including the requested canceled check, to be set up for electronic funds transfer.

ACH Form No file chosen

W-9 No file chosen

If you manage multiple properties, you need to attach a completed Multiple Property Spreadsheet to have all of the properties

Completing an Application

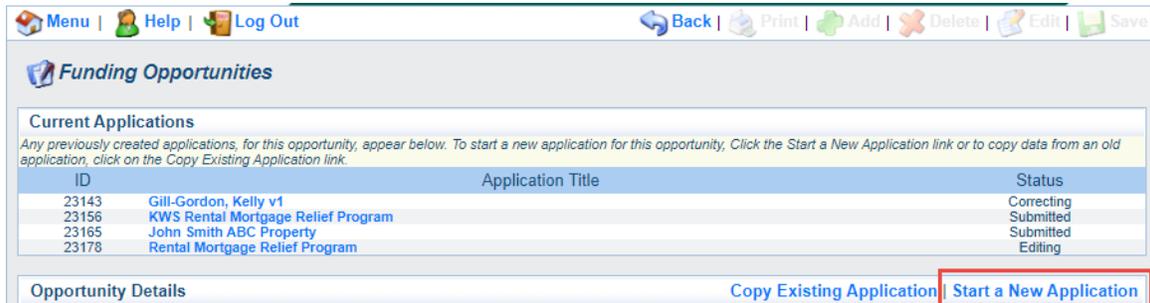
To complete an application for the Rent Mortgage Relief Program, you need to log into Virginia Housing's grant management system at <https://www.vhdagrants.com/>.

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 4, 2021 - June 30, 2021	Pre-Application Deadline not Applicable	12/31/2020

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. Note the ‘Status’ column. “Submitted” applications can be viewed but not edited. You can return to an application in “Editing” and complete it.



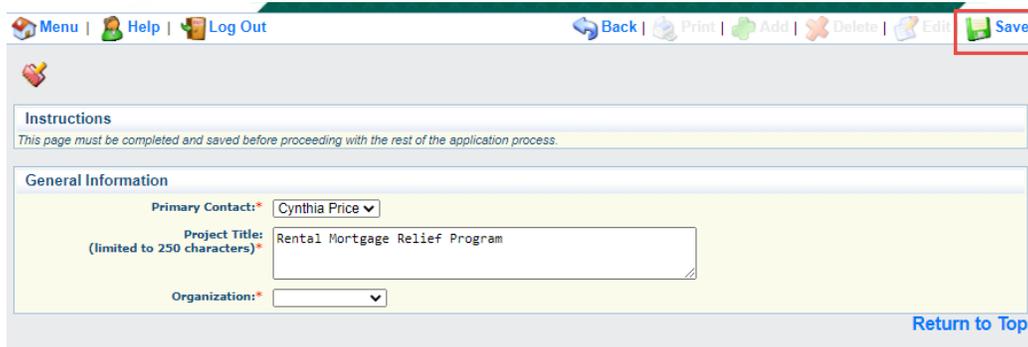
ID	Application Title	Status
23143	Gill-Gordon, Kelly v1	Correcting
23156	KWS Rental Mortgage Relief Program	Submitted
23165	John Smith ABC Property	Submitted
23178	Rental Mortgage Relief Program	Editing

Starting an Application:

The General Information tab will open after you start an application. By default, you will be listed as the Primary Contact. You can change this on the dropdown if you choose to do so, if you have other users in your Organization. Please make sure your Organization shows up correctly in the dropdown menu.

Project Title defaults to the name of the grant program. **It is important to change the Project Title to reflect the name of the tenant (Last Name, First Name)**. By doing this it will allow the tenant to be identified on the ACH payment to the property manager / landlord.

When you have made the changes select **Save** in the upper right.



Instructions
This page must be completed and saved before proceeding with the rest of the application process.

General Information

Primary Contact:* Cynthia Price

Project Title:
(limited to 250 characters)* Rental Mortgage Relief Program

Organization:*

Return to Top

Saving takes you to a read only view of this page. If you want other users from your Organization to be able to work on this application/grant, select **Edit** and you can add their names as “Additional Contacts”. You can also make changes to the Project Title from the edit page. Otherwise, select **Go to Application Forms**.

Menu | Help | Log Out Back | Print | Add | Delete | **Edit** | Save

Application

Application: 23179 - Rental Mortgage Relief Program

Program Area: Rental Mortgage Relief Program
Funding Opportunities: 23142 - Rental Mortgage Relief Program
Application Deadline: 12/31/2020

Instructions
This page must be completed and saved before proceeding with the rest of the application process.

General Information [Go to Application Forms](#)

System ID: 23179
Project Title: Rental Mortgage Relief Program
Primary Contact: Cynthia Price
Additional Contacts: Cynthia Price
Select any additional contacts within your organization that will also manage this grant
Organization: ABC NonProfit

Last Edited By: Cynthia Price, 09/11/2020

Menu | Help | Log Out Back | Print | Add | Delete | Edit | Save

Application

Application: 23165 - John Smith ABC Property

Program Area: Rental Mortgage Relief Program
Funding Opportunities: 23142 - Rental Mortgage Relief Program
Application Deadline: 12/31/2020

Instructions
The required application forms appear below. Please note: Clicking "Mark as Complete" does not submit the application component or prevent further editing. The check mark beside the form is only an indicator that the form has been completed. All application components must be marked as complete in order to submit. To submit the application click the Submit button.

Application Forms [Application Details](#) | [Submit](#) | [Withdraw](#)

Form Name	Complete?	Last Edited
General Information	✓	09/10/2020
RMRP Tenant Application		
Rental Assistance		
RMRP Supporting Documents		
RMRP Certifications		

This is the Main Menu of the Application. The five forms you see listed must all be filled out and marked complete before you can submit the application. The 'General Information' form is the page you just completed and you will note it is marked with a check under 'Complete'. You can return to the page, if needed, to make changes. Select **RMRP Tenant Application**.

Application

Application: 23178 - Rental Mortgage Relief Program
 Program Area: Rental Mortgage Relief Program
 Funding Opportunities: 23142 - Rental Mortgage Relief Program
 Application Deadline: 12/31/2020

Application Information

Property Name

Unique Identifier
Unique Identifier must be established by the Authorized Agent in the following format: Property Initials, Tenant Initials, Unit #, and Date of Application in the YYYYMMDD format.

Landlord/Property Owner (full legal name):

Authorized Agent completing application on Landlord's Behalf (if applicable):

Landlord / Agent Phone Number:

Landlord / Agent Email

Overall Minimum Requirements
In order to receive financial assistance through the Virginia Rent and Mortgage Relief Program (RMRF), households must meet the following minimum requirements:

The Tenant has a valid lease in their name. Yes No

The household has experienced a loss of income due to COVID-19/Coronavirus pandemic. (Head of household must complete the self-certification of loss of income). Yes No

Complete all fields for the 'Application Information for you as the landlord/agent and the 'Applicant Information' for the tenant. Continue scrolling down to complete all sections of the form.

Make sure you list ALL household members individually with their **Monthly** income for the application to calculate the correct Annual Household Income. Note that after listing all the household's members ages individually you still need to count them in the appropriate age range category.

Monthly Household Income
 Indicate in the table below, all monthly income for each household member.
 Select save to calculate total before moving to the next section.

Row	Household Member Name	Age	Income
1	John Smith	49	2000
2	Betsy Smith	43	1200
3	Harry Smith	16	\$0.00
4	Lucy Smith	8	\$0.00
5			\$0.00
6			\$0.00
7			\$0.00
8			\$0.00

Annual Median Income

Number of Individuals in Household Ages 0-8

Number of Individuals in Household Ages 9-17

Number of Individuals in Household Ages 18-24

Number of Individuals in Household Ages 25-34

Number of Individuals in Household Ages 35-44

Number of Individuals in Household Ages 45-54

Number of Individuals in Household Ages 55-64

Number of Individuals in Household Ages 65 & up

Household's Income AMI

Is Household at or below 80% AMI? Yes No

At any time, you can select **Save** in the upper right of the page to save the data entered and have the system perform calculations with the data entered. This will take you to a read only view of the page.

Row	Household Member Name	Age	Income
1	John Smith	49	\$2,000.00
2	Betsy Smith	43	\$1,200.00
3	Harry Smith	16	\$0.00
4	Lucy Smith	8	\$0.00
5			\$0.00
6			\$0.00
7			\$0.00
8	Totals		\$3,200.00

Annual Median Income	
Number of Individuals in Household Ages 0-8	1
Number of Individuals in Household Ages 9-17	1
Number of Individuals in Household Ages 18-24	
Number of Individuals in Household Ages 25-34	
Number of Individuals in Household Ages 35-44	1
Number of Individuals in Household Ages 45-54	1
Number of Individuals in Household Ages 55-64	
Number of Individuals in Household Ages 65 & up	
Total Household Members	4
Total Annual Income	\$38,400.00
Household's Income AMI	51-80% AMI
Is Household at or below 80% AMI?	Yes

To continue filling out the application select **Edit** at the top right of the page. When you have filled in all of the form, select **Mark as Complete**.

Menu | Help | Log Out | Back | Print | Add | Delete | **Edit** | Save

Application

Application: 23178 - Rental Mortgage Relief Program
 Program Area: Rental Mortgage Relief Program
 Funding Opportunities: 23142 - Rental Mortgage Relief Program
 Application Deadline: 12/31/2020

Application Information | **Mark as Complete** | Go to Application Forms

You select **Go to Application Forms** after marking the form complete.

Menu | Help | Log Out | Back | Print | Add | Delete | Edit | Save

Application

Application: 23165 - John Smith ABC Property
 Program Area: Rental Mortgage Relief Program
 Funding Opportunities: 23142 - Rental Mortgage Relief Program
 Application Deadline: 12/31/2020

Instructions
 The required application forms appear below. Please note: Clicking "Mark as Complete" does not submit the application component or prevent further editing. The check mark beside the form is only an indicator that the form has been completed. All application components must be marked as complete in order to submit. To submit the application click the Submit button.

Application Forms		Application Details Submit Withdraw	
Form Name	Complete?	Last Edited	
General Information			
RMRP Tenant Application	✓	09/10/2020	
Rental Assistance			
RMRP Supporting Documents			
RMRP Certifications			

Note that the RMRP Tenant Application is checked as complete now. Continue working through the additional forms using the same process. Remember, if you can read but not enter data in the fields you select **Edit** to go into edit mode. After entering data ALWAYS select **Save** to save the form.

- The **Rental Assistance** page is the budget which is one box where you put in the total amount of funds you are requesting. Please make sure the requested amount exactly matches the amount of late rent as calculated on the previous form.
- The **RMRP Supporting Documents** page allows for multiple attachments; however, only the first is required. Please note, ALL the requested items in the attachment must be saved as a single file and uploaded as an attachment.

RMRP Supporting Documents		Mark as Complete Go to Application Forms				
Attachment	Description	File Name	Type	File Size	Date Uploaded	Delete?
All Supporting Documents: RMRP Tenant Application, Lease, Tenant Ledger & Associated Fees, Household income documentation. REQUIRED						
Additional Upload 2						
Additional Upload 3						
Additional Upload 4						

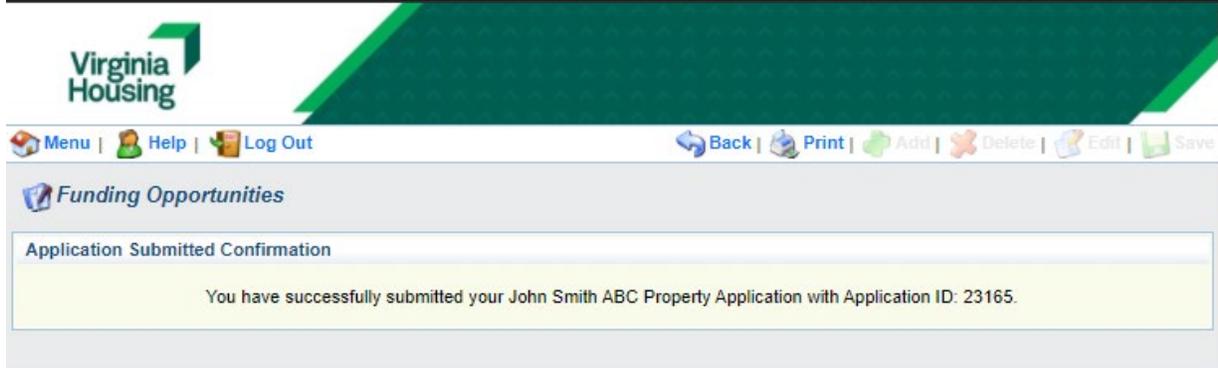
Last Edited By:

- Read carefully and agree to all Certification on the **RMRP Certifications** page before signing it, by typing your name, and marking it as complete.
- When you return to the Application Forms, you will want to double check that all forms are Marked as Complete.
- When you have completed everything please make sure to hit **Submit**.

Application Forms		Application Details	Submit
Form Name	Complete?	Last Edited	
General Information	✓	09/08/2020	
RMRP Tenant Application	✓	09/11/2020	
Rental Assistance	✓	09/09/2020	
RMRP Supporting Documents	✓	09/09/2020	
RMRP Certifications	✓	09/09/2020	

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

You will see a confirmation when the application has been submitted.



The screenshot shows a web application interface for Virginia Housing. At the top left is the Virginia Housing logo. Below it is a navigation bar with links for Menu, Help, and Log Out. To the right of the navigation bar are icons for Back, Print, Add, Delete, Edit, and Save. Below the navigation bar is a section titled "Funding Opportunities". Underneath this section is a confirmation message: "Application Submitted Confirmation" followed by "You have successfully submitted your John Smith ABC Property Application with Application ID: 23165." The message is displayed in a light yellow box.

Virginia Housing

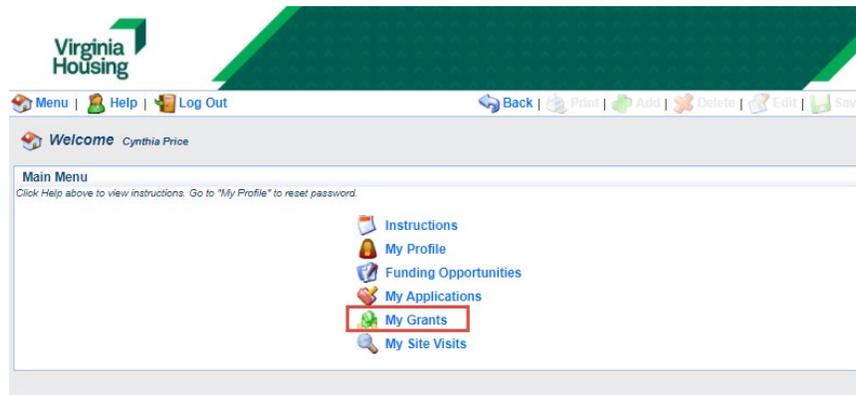
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WebGrants 6.10 - All Rights Reserved

If you have any problems completing the application, please email RMRP@virginiahousing.com for assistance.

Adding Additional Months: Contract Amendment

When an application has been approved, and you are notified of the approval, the application will become a grant in Virginia Housing's grant management system at <https://www.vhdagrants.com/>.

Log into the system and select My Grants from the main menu.



Go into the applicable grant from the list of grants provided.

Grant: 23156 - KWS Rental Mortgage Relief Program - 2020	
Status: Underway	
Program Area: Rental Mortgage Relief Program	
Grantee Organization: ABC NonProfit	
Program Officer: Keith Sherrill	
Awarded Amount: \$3,500.00	
Instructions	
The grant forms appear below.	
Grant Components	
You can define your own alerts in the Alerts section	
Component	Last Edited
General Information	09/10/2020
Correspondence	
Claims	
Contract Amendments	
Site Visit	
Executed Agreement and Amendments	
Opportunity	-
Application	-

The Grant Component's menu allows you to access the different parts of the grant. To request an additional month's payment for a tenant you need to prepare and submit a contract amendment. Select **Contract Amendments** from the menu.

Select the **Add** button to create a new amendment request.

The screenshot shows the 'Grant Tracking' interface. At the top, there are navigation links: Menu, Help, Log Out, Back, Print, Add, Delete, Edit, and Save. The main content area displays details for 'Grant: 23156 - KWS Rental Mortgage Relief Program - 2020'. Below this, there is a table for 'Contract Amendments' with columns for ID, Type, Status, and Submitted Date. The 'Add' button is highlighted with a red box.

Give the amendment a descriptive Title and make sure the Amendment Type dropdown is set to "Budget Revision". Select **Save**.

The screenshot shows the 'Grant Tracking' interface with the 'General Information' section. The 'Title' field contains 'Add Month of XXXX, 2020' and the 'Contract Amendment Type' dropdown is set to 'Budget Revision'. The 'Save' button is highlighted with a red box.

This takes you to a read only view of the page. You will select Return to Components to fill out the rest of the amendment.

The screenshot shows the 'Grant Tracking' interface in a read-only view. The 'General Information' section displays details for 'ID: 23173', 'Title: Add Month of XXXX, 2020', 'Amendment Type: Budget Revision', and 'Status: Editing'. The 'Return to Components' button is highlighted with a red box.

Completing the amendment request follows the same pattern as completing the application, but with less steps. You only have one form to fill out and mark as complete. Select the form **RMRP Budget Change**.

The screenshot shows the 'Contract Amendment' interface. The main content area displays details for 'Contract Amendment: 01', including 'Grant: 23156-KWS Rental Mortgage Relief Program', 'Status: Editing', 'Program Area: Rental Mortgage Relief Program', 'Grantee Organization: ABC NonProfit', 'Program Manager: Keith Sherrill', and 'Submitted Date'. Below this, there is a table for 'Components' with columns for Name, Complete?, and Last Edited. The 'RMRP Budget Change' form is highlighted with a green arrow.

The amendment form gives you a view of some of the information entered in the application, including the breakout of months of rent included in the grant. Click **Edit** to be able to add an additional month.

Application Information		Mark as Complete Return to Components
Property Name	ABC Apartments	
Unique Identifier	31849asd4 <small>Unique Identifier must be established by the Authorized Agent in the following format: Property Initials, Tenant Initials, Unit #, and Date of Application in the YYYYMMDD format.</small>	
Landlord/Property Owner (full legal name):	ABC Housing	
Household Information		
<small>Please enter the following information for the primary tenant:</small>		
Last Name	Jones	
First Name	Tom	
Address	1234 Main Street	
Unit Number	340	
Rent / Funding Information		
Tenant's Monthly Rent Amount	500.0	
Number of Bedrooms in Rental Unit	1	
Amount of Past Due Rent Owed		
<small>Update the following amounts to show the requested increase in past due rent you are requesting. Total must equal the new revised total grant being requested.</small>		
April Rent (2020)	\$500.00	
May Rent (2020)	\$500.00	
June Rent (2020)	\$500.00	
July Rent (2020)	\$500.00	
August Rent (2020)	\$500.00	
September (2020)	\$500.00	
October Rent (2020)	\$0.00	
November Rent (2020)	\$0.00	
December Rent (2020)	\$0.00	
Total	\$3,000.00	

You can now make changes to the monthly breakout. Do NOT change the months already included in the grant. The only change you need to make is to add the monthly rent for the next month.

Rent / Funding Information	
Amount of Past Due Rent Owed	
<small>Update the following amounts to show the requested increase in past due rent you are requesting. Total must equal the new revised total grant being requested.</small>	
April Rent (2020)	<input type="text" value="\$500.00"/>
May Rent (2020)	<input type="text" value="\$500.00"/>
June Rent (2020)	<input type="text" value="\$500.00"/>
July Rent (2020)	<input type="text" value="\$500.00"/>
August Rent (2020)	<input type="text" value="\$500.00"/>
September (2020)	<input type="text" value="\$500.00"/>
October Rent (2020)	<input style="border: 2px solid red;" type="text" value="\$0.00"/>
November Rent (2020)	<input type="text" value="\$0.00"/>
December Rent (2020)	<input type="text" value="\$0.00"/>
Return to Top	

September (2020)	<input type="text" value="\$500.00"/>
October Rent (2020)	<input style="border: 2px solid black;" type="text" value="500.00"/>
November Rent (2020)	<input type="text" value="\$0.00"/>

Menu Help Log Out	Back Print Add Delete Edit Save
Contract Amendments	
Contract Amendment: 01	

Note that the total has updated. Make sure the extra month's rent has added correctly and then select **Mark as Complete**.

Rent / Funding Information	
Tenant's Monthly Rent Amount	500.0
Number of Bedrooms in Rental Unit	1
Amount of Past Due Rent Owed	
<i>Update the following amounts to show the requested increase in past due rent you are requesting. Total must equal the new revised total grant being requested.</i>	
April Rent (2020)	\$500.00
May Rent (2020)	\$500.00
June Rent (2020)	\$500.00
July Rent (2020)	\$500.00
August Rent (2020)	\$500.00
September (2020)	\$500.00
October Rent (2020)	\$500.00
November Rent (2020)	\$0.00
December Rent (2020)	\$0.00
Total	\$3,500.00

This is all you need to do to request an additional month. You send the request to Virginia Housing by hitting **Submit**.

Menu Help Log Out		Back Print Add Delete Edit Save		
Contract Amendment				
Contract Amendment: 01				
Grant: 23165-John Smith ABC Property				
Status: Editing				
Program Area: Rental Mortgage Relief Program				
Grantee Organization: ABC NonProfit				
Program Manager: Keith Sherrill				
Submitted Date:				
Components			Preview	Submit
Name	Complete?	Last Edited		
General Information		09/11/2020		
RMRP Budget Change	✓	09/11/2020		

You will receive a confirmation that the amendment was successfully submitted. The system will send a confirmation email when the amendment has been approved or denied by Virginia Housing.

Virginia Housing		Menu Help Log Out		Back Print Add Delete Edit Save	
Contracts					
Contract Amendment Submitted Confirmation					
You have successfully submitted your Contract Amendment numbered 01 for Grant titled: John Smith ABC Property. You can return to the Grant forms by clicking here					

If you have any problems completing the amendment, please email RMRP@virginiahousing.com for assistance.