

Virginia Housing is now administering relief on behalf of the Virginia Department of Housing and Community Development for renters experiencing financial difficulties due to the COVID-19 pandemic.

Through this new landlord option of the Virginia Rent and Mortgage Relief Program (RMRP), eligible landlords can apply on behalf of their tenants to receive financial assistance for up to 100% of the current month's rent plus past due rental payments and eligible fees dating back to April 1, 2020. Funding for the RMRP program is through the federal Coronavirus Aid, Relief, and Economic Security (CARES) Act and will be made available through Dec. 30, 2020 or until the \$50 million of funds are expended.

In order to receive financial assistance through the RMRP, households must meet the following minimum requirements:

- ✓ The Tenant has a valid lease in their name.
- ✓ The household has experienced a loss of income due to COVID-19/Coronavirus pandemic (Head of household must complete a self-certification of loss of income).
- ✓ The household's total rent is at or below 150% Fair Market Rent (FMR).
- ✓ The household's current gross income is equal to or less than 80% Area Median Income for household size and location (supporting documentation required).
- ✓ The household cannot receive rental assistance from any other source, including, but not limited to, federal, state and local rental assistance programs, for the same period of time RMRP is requested.

Further, to receive financial assistance under the RMRP, landlord must:

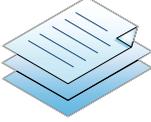
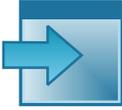
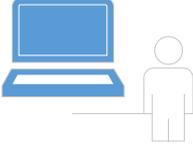
- I. agree not to evict the renter for non-payment of rent associated with any of the months for which the rent relief payment is made;
- II. if tenant owes past due rent prior to April 1, 2020, the landlord must work with the tenant to develop an appropriate payment plan; and
- III. Landlords will be required to provide their W-9 for tax reporting purposes.  
*Please note, the Internal Revenue Service has issued guidance that CARES Act rental assistance payments (such as RMRP) are taxable to the recipient. Virginia Housing expects to issue an IRS Form 1099 to landlord with respect to RMRP rental assistance.*

Prior RMRP requirements that mandated the landlord forgive a certain amount of past due rent in order to participate in the program have been removed and are no longer effective.

Virginia Housing is administering this program through our online Grants Management System. Instructional guides are available on Virginia Housing's RMRP webpage to assist in using the online GMS system. The 150% fair market rent and 80% area median income tables will assist in determining tenant eligibility for the RMRP. Information and data from the application will be entered into the online Grant Management System by the landlord or representative. Applications will be reviewed by Virginia Housing and funds disbursed via ACH directly to the landlords or their designee.

Should you have any questions, please contact [RMRP@VirginiaHousing.com](mailto:RMRP@VirginiaHousing.com).

# Landlord Rental Assistance for Tenants Process – Getting Started

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|---------------|---|--|----------------|---|---|
| <b>STEP 1</b> |    | Visit <a href="http://www.VirginiaHousing.com/RMRP">www.VirginiaHousing.com/RMRP</a> Website.  | <b>STEP 8</b>  |                | Log into the GMS <a href="http://www.vhdagrants.com">www.vhdagrants.com</a> and begin new application for the tenant.   |
| <b>STEP 2</b> |    | Download program information flyers and tenant application forms.  | <b>STEP 9</b>  |                | Information is entered into the online tenant application and the supporting documentation is uploaded.   |
| <b>STEP 3</b> |    | Contact tenants who have missed rental payments since 4/1/20 - current month.  | <b>STEP 10</b> |                | Application is processed for accuracy, eligibility and completeness of information and supporting documentation.  |
| <b>STEP 4</b> |    | Review information, fill out the tenant application, and gather required supporting documents.   | <b>STEP 11</b> |                | Completed applications that meet all requirements are approved and moved forward for funding.   |
| <b>STEP 5</b> |   | Create an account in the VA Housing Grants Management System (GMS) <a href="http://www.vhdagrants.com">www.vhdagrants.com</a> and upload W9 and ACH information. | <b>STEP 12</b> | <br>Receiving | Funds are sent via ACH to the Landlord/Property Manager account for all tenant applications processed by Accounting.  |
| <b>STEP 6</b> |  | Confirm ACH and W9 information with the Landlord/Property Manager to ensure funds are being paid to the correct account.   | <b>STEP 13</b> |              | Receive ACH funds and apply funds to the appropriate tenant accounts.   |
| <b>STEP 7</b> |  | Provide the completed application with signatures and the required supporting documents to Landlord/Property Manager.  | <b>STEP 14</b> |              | For future months rent if tenant is still unemployed, Landlord/Property Manager can amend the amount needed. Process steps for approval and funding are repeated. |