



Colorado Emergency Rental Assistance Program (ERAP) Checklist

What Landlords Need to Request Assistance

For Landlords - you will need:

- Tenant name, email address, and phone number, lease dates, monthly rent, past due rent**, and any other means of contacting the tenant.
- Landlord applications **must** have the following documents uploaded:
 - Copy of lease agreement or other evidence of tenancy certifying to the term and amount of rent.
 - Rent ledger showing all back rent owed.
 - If you are a Housing Authority and the tenant is living in a rent-restricted unit, provide the tenant income determination letter, completed within 12 months of application.
 - Completed **IRS Form W-9** on the [Colorado form](#) dated within the last six months.
 - Verification of Property Ownership and/or property management from the owner.
- Additional documentation may also be requested from Landlord applications for due diligence and/or to demonstrate that the Landlord/Tenant relationship prior to the request for rental assistance (including, but not limited to):
 - Government-issued Photo Identification document for Property Owner and/or Landlord.
 - Evidence of rental payments previously received from the Tenant.
 - Prior year tax returns reflecting rental income.
 - Confirmation of the tenants' current tenancy (if applicable).
 - Confirmation of the Landlord's current residential address.
- Know that as the landlord, **you will be asked to read and sign certifying** that everything you provide is true and that **you have not already received assistance** for the property for the same months for which you are now requesting assistance.