



Landlord Application Process

Emergency Rental Assistance Montgomery County Program ERAMCo

There are two ways for Landlords to apply to participate in ERAMCo:

- Following a reviewal of a Tenant's application, the Landlord will receive an email requesting the Landlord to enroll using the link contained in the email. If the Landlord is already registered the Landlord can simply link the application to the Tenant's application by replying to the email with the Landlord's Case ID Number.

Or

- The Landlord can create a case and invite Tenants to complete their profile.

Prior to starting a new application, Landlords will need to have the following information:

- Landlord Name (as it appears on W9)
- Landlord Address
- Landlord Email Address
- Duns Number (if known)
- TIN, EIN or Social Security Number
- A completed IRS W-9 form
- Proof of ownership of the property (for example, property tax statements or deed)

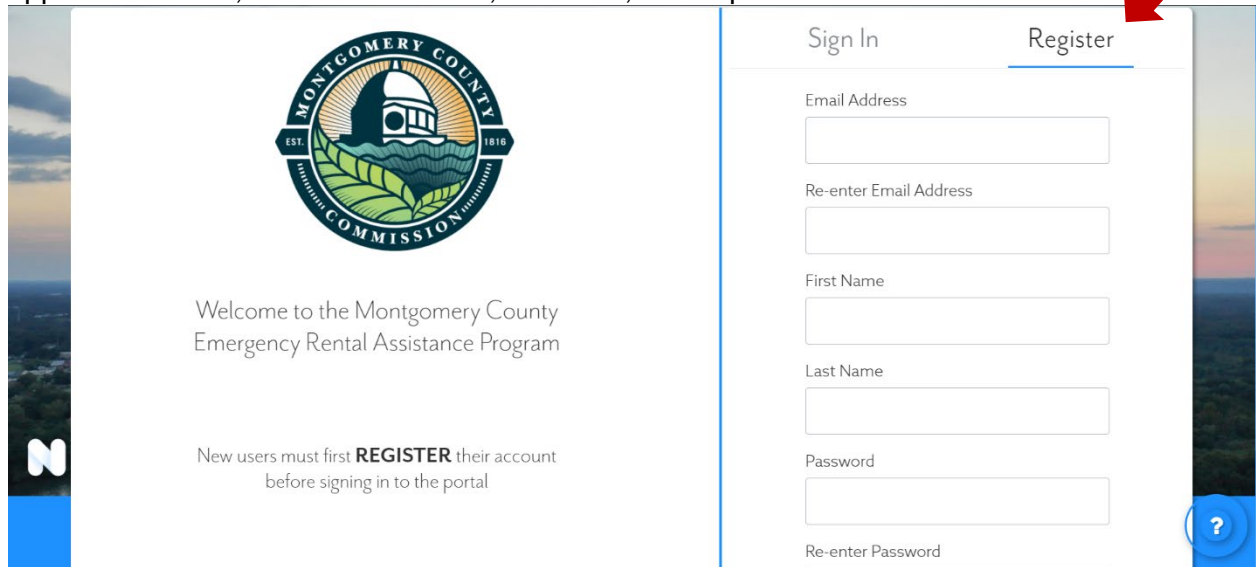
If inviting Tenants, the Landlord will need the following Tenant information:

- Tenant's name
- Tenant's phone number
- Tenant's email address
- Rental statement or ledger showing balances owed by Tenant

1. Landlords can apply at

<https://portal.neighborlysoftware.com/erap-montgomerycountyal/participant>

Click on the "Register" tab in the upper right corner of the screen. You will be requested to create a password that is at least 12 characters long with at least one of each: an upper- case letter, a lower-case letter, a number, and a special character.



2. Once registered, you will receive an email from ERAMCo. Click the link in the email you received to confirm your account.

Montgomery County : Please confirm your account

 Montgomery County <no-reply@neighborlysoftware.com>
To: [REDACTED]

Retention Policy Delete180All (6 months) Expires 11/14/2021

 Click here to download pictures. To help protect your privacy, Outlook prevented automatic download of some pictures in this message.

Reply Reply All Forward ...

Wed 4/14/2021 9:38 AM

Thank you for registering your account with Montgomery County. Please confirm your account by [clicking here](#).

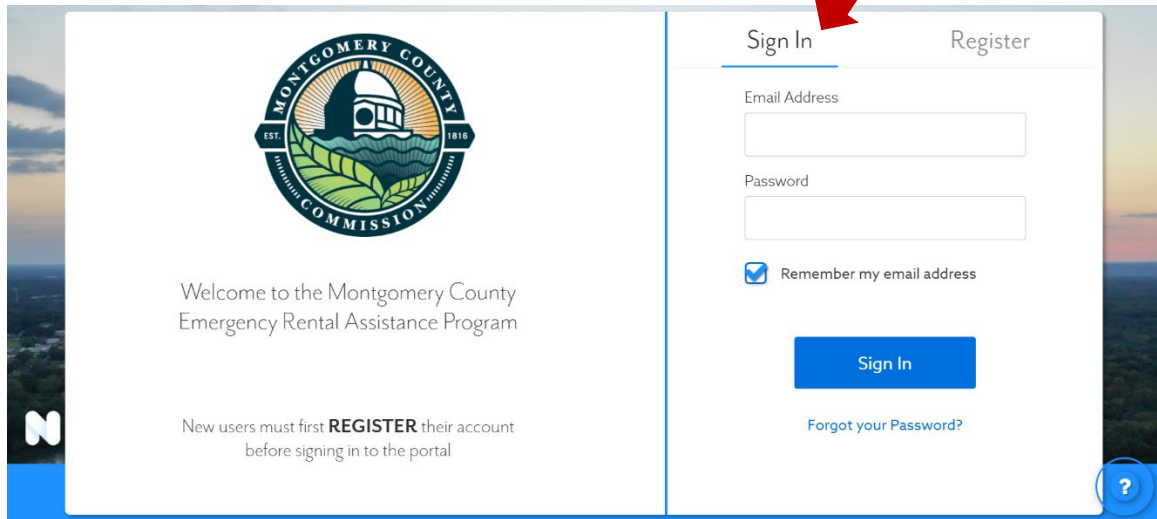
If you receive an error message using the confirmation link above, please copy and paste this link into your browser: <https://portal.neighborlysoftware.com/erap-montgomerycountyal/participant/Account/ConfirmEmail?userId=6cd0e6d8-edf8-49bc-a90a-32051b85ce89&code=e3BABxK4sJ3L6viGVHYE7nyxbA%2B2rls8f5jRtItTWSAbThzRdiluSLky4qF0sPCpPWTcUsP7A7D%2FX27aISXInJVxzf%2FODrInmIMQbCzYn4yDRMzhNoVM3qGkTE6StAfs&email=alexandra.wright@hornellp.com>

Note: The confirmation link above will expire after use. To log back into the site after confirmation, please bookmark this link: <https://portal.neighborlysoftware.com/ERAP-MONTGOMERYCOUNTYAL/participant>

If you did not register this account or believe you have received this email in error, please contact support@neighborlysoftware.com.



3. Log in using the username and password you just confirmed.



Montgomery County
Emergency Rental Assistance Program

Welcome to the Montgomery County
Emergency Rental Assistance Program

New users must first **REGISTER** their account
before signing in to the portal

Sign In Register

Email Address

Password

☒ Remember my email address

Sign In

[Forgot your Password?](#)

4. Select “Click here to start a new application” in the Landlord: Rental Assistance Section. Please provide a name for the application and click “continue” to proceed to the next page.
5. If an invitation email was received from ERAMCo prompting a Landlord that their Tenant has applied, please provide the 5-digit Tenant Case ID Number included in that email and fill out the required information on the “Program Overview” page.



Montgomery County
Emergency Rental Assistance
MONTGOMERY
COUNTY (ERAMCo)

Emergency Rental Assistance
Montgomery County
1141 Montlamar Drive, Suite 1000
Mobile, AL 36609
1-833-620-2434
support@ERAMCo-ALA.com

If you received an email invitation to complete this application, please provide the 5-digit TENANT case number provided in the invitation email. If you are initiating this application on behalf of tenants, skip this section and move to Section A: Landlord Information.

6. Please be sure to write down or save the Case ID Number at the top of the page, as Landlords will need this Case ID Number to reference the application.

The screenshot shows a web application interface. On the left is a sidebar with a 'STATUS' icon, an 'AUDIT LOG' icon, and a section titled 'APPLICATION (2 OF 4)' with a list of items: 'Program Overview', 'A. Landlord Information*', 'B. Tenant(s) Information', and 'Submit'. Below this is an 'ADMIN (0 OF 2)' section. The main content area at the top displays 'Program Landlord Rent Assistance', 'Id 30004', and 'Status Application in Progress'. To the right, there are fields for 'Name', 'Address', 'Reviewer' (Not Assigned), and 'Final Reviewer' (Not Assigned). A red arrow points to the 'Id 30004' field. Below this is a section titled 'A. Landlord General Information' with the instruction 'Please provide the following information.' It contains two columns of form fields: 'PRIMARY LANDLORD' with fields A.1 (Landlord Name, value: 'Testing Landlord') and A.2 (Landlord Address, value: 'Testing Landlord'), and 'ALTERNATE LANDLORD CONTACT' with fields A.10 (Alternate Contact Name) and A.11 (Alternate Contact Telephone Number). A blue circular help icon is in the bottom right corner.

7. Complete Section A. "Landlord General Information" and upload any supporting documentation required including a completed W9 form and proof of property ownership documentation.

The screenshot shows the 'A. Landlord General Information' form. A red arrow points to the section title. The form is divided into two main sections: 'PRIMARY LANDLORD' and 'ALTERNATE LANDLORD CONTACT'. The 'PRIMARY LANDLORD' section includes fields for A.1 (Landlord Name, value: 'Testing Landlord'), A.2 (Landlord Address, value: 'Testing Landlord'), A.3 (Landlord Telephone Number), A.4 (Landlord Email), A.5 (DUNS Number, if applicable), A.6 (EIN, TIN or SSN for Payment Records (as appears on W9) (9 character limit)), A.7 (Did you provide an EIN, TIN, or SSN? dropdown menu), and A.8 (Please upload a completed and signed IRS W-9 FORM using the EIN/SSN you select above. It shows a green checkmark and 'Required' status for 'Landlord W9' with a link to 'Application_Landlord_RentAssistance_30004.pdf (228k)'). The 'ALTERNATE LANDLORD CONTACT' section includes fields for A.10 (Alternate Contact Name (you may choose to provide a Property Manager's name)), A.11 (Alternate Contact Telephone Number), and A.12 (Alternate Contact Email Address). A blue circular help icon is in the bottom right corner.

8. Once the Landlord completes "Section A. Landlord General Information", click "save" and proceed to Section B. "Tenant Information".

A.9 Please upload documents supporting proof of ownership, such as a property tax statement.

Proof of Ownership ***Required** [Application_Landlord_RentAssistance_30004.pdf \(226k\)](#)  [Add Another File](#)

This step was last updated by t865007@gmail.com on 4/12/2021 10:56:46 AM.

 [Save](#) [Complete & Continue](#)

9. Complete Section B. "Tenant Information" for each Tenant you would like to participate in the ERAMCo. Upon submission of this Landlord Application, all Tenants will receive an email invitation to participate.

To add more than one Tenant, click "Add Tenants".

If a Landlord has 10+ tenants and would like to upload tenant information in bulk, please click on "click here" at the top of this section to use an excel spreadsheet provided to add multiple Tenants. Please upload this spreadsheet where it states, "Import Tenants".

For EACH tenant, use the Upload File button on the right side of each row to provide:

- A rent statement or ledger documenting the Tenant's arrears (by each month if available, including any rental assistance previously paid directly to the landlord, if available)
- Lease or Written Agreement documentation

B. Tenant(s) Information 

Please identify all Tenants you would like to participate in the ERAMCo. Upon submission of this Landlord application, all Tenants listed below will receive an email invitation to participate. **If you have 10+ tenants and would like to upload tenant information in bulk, please [click here](#) to use the excel spreadsheet to add your tenants. Please upload your excel spreadsheet below where it states "Import Tenants".**

For EACH tenant, use the Upload File button on the right side of each row to provide the following:

- Rent statement or ledger documenting their arrears (by each month if available, including any rental assistance previously paid directly to the landlord, if available).
- Provide Lease or Written Agreement

To edit an existing row, click the  icon.

 [+ Add Tenants](#) [Import Tenants](#) 

NAME	EMAIL/PHONE	ADDRESS	LEASE DATES	MONTHLY RENT	PAST DUE RENT	LATE FEES	LEASE AGREEMENT & RENT LEDGER *REQUIRED
Test 2 tenant			1/1/1901 to 1/1/1901	\$500.00	\$1,500.00	\$1,500.00	Application_Landlord_RentAssistance_30004.pdf (226k)  Add Another File  

This step was last updated by t865007@gmail.com on 4/12/2021 10:55:35 AM.

 [Save](#) [Complete & Continue](#) 

10. Once the Tenant (s) Information is/are entered, click "save" and proceed to the disclosures before submitting the application.

11. Landlord must check off each statement and electronically sign, date, and submit the application. Once an application is submitted, it can only be “Re-Opened” by an Administrator.

Submit

Once an application is submitted, it can only be "Re-opened" by an Administrator. Also note: please check your Spam email folder if you have not received any emails from Neighborly.

BY SIGNING BELOW, LANDLORD CERTIFIES:

☒

The Tenant(s) named in this Application is one of the persons that has occupied the home identified above and for which assistance is being requested.

☒

Landlord is not requesting assistance for any month of assistance prior to March 13, 2020.

☒

Landlord must accept payment from ERAMCo via ACH deposit, unless otherwise agreed to.

☒

The home(s) listed on the application is not receiving any other form of government or private assistance for the same tenant portion for months of rent for which this assistance is requested. If an eligible household receives a monthly federal subsidy (e.g., a Housing Choice Voucher, Public Housing, or Project-Based Rental Assistance) and the tenant rent is adjusted according to changes in income, the household may receive ERAMCo assistance for the tenant-owed portion of rent or utilities that is not subsidized.

☒

Landlord will not seek to obtain other assistance for the same home listed above and for the same months of rent or rental arrears covered by this assistance, and that to the extent any such assistance is received, Landlord will repay this assistance to the ERAMCo within 10 calendar days of receipt.

☒

Notwithstanding anything to the contrary in this certification, the Landlord shall have the right to terminate participation in the program at any time prior to receiving assistance.

☒

The information provided is true, accurate, and complete, and if requested, Landlord is able to provide further documentation to support any representations.

In signing this **Application** (including electronic signature) you are acknowledging that that falsification of documents or any material falsehoods or omissions in the Application, including knowingly seeking duplicative benefits, is subject to state and federal criminal penalties. You are particularly put on notice that 18 U.S.C. §1001 provides, among other things, that whoever knowingly and willingly makes or uses a document or writing containing any false, fictitious, or fraudulent statement or entry, in any matter within the jurisdiction of any department or agency of the United States may result in possible criminal liability.

Signature

Click here to electronically sign

Date

No save history



Save

Complete & Submit

PAGE
6