



## City of Mount Rainier Emergency Rental and Utility Assistance Program (ERUAP) Instructions – Round 3

### Deadline: February 15, 2023

**Only households may apply for assistance under the City of Mount Rainier’s Emergency Rental and Utility Assistance Program (ERUAP). Landlords may not apply on behalf of tenants.**

#### Household Eligibility

To be eligible for the City’s ERUAP, a household must meet the following requirements:

- Household must reside within the legal boundaries of the City of Mount Rainier.
  - **NOTE:** The mailing Zip Code 20712 expands beyond the legal limits of the City of Mount Rainier into the Town of Brentwood and unincorporated Prince George’s County. If your address falls under these other areas, your application will be denied as the American Rescue Plan Act of 2021 funds must be spent within the City’s legal limits for such an assistance program.
- Rental address and/or utility address must be for an address within the legal boundaries of the City of Mount Rainier.
- Rental unit must have a valid rental license issued by the City of Mount Rainier.
- Household’s income or assets must have been directly or indirectly impacted by the COVID-19 pandemic, including unemployment, reduction in income, sick and unable to work, incurred a significant increase in household expenses, or experienced other financial hardship related to COVID-19.
- Have annual gross household income below the following amounts based upon household size:

1 Person HH	2 Person HH	3 Person HH	4 Person HH	5 Person HH	6 Person HH	7 Person HH	8 Person HH
\$58,695	\$67,080	\$75,465	\$83,850	\$93,120	\$106,740	\$120,360	\$133,980

\*Moderate income levels by household size for Prince George’s County as provided by US Treasury, *Tool for Determining Low and Moderate (LMI) Households*.

**Households who received City ERUAP assistance in Round 1 or Round 2 are ineligible to apply for Round 3.**

#### Eligible Uses of ERUAP Funds

City of Mount Rainier ERUAP funds may only be used to assist with outstanding rental obligations owed by a tenant, or outstanding utility obligations owed by the household **and incurred prior to January 1, 2023.**

### **Amount of Assistance Available**

The City of Mount Rainier has allocated \$50,000 in American Rescue Plan Act (ARPA) funds to ERUAP (across all rounds). While funding is available, the City will provide **up to \$1,000** per eligible household to assist with outstanding rental and/or utility obligations incurred prior to January 1, 2023.

A household may not submit multiple applications.

### **Required Documentation**

The applicant must complete the application (including the ERUAP Tenant Self-Certification Form and ERUAP Landlord Certification Form, if applicable) and provide the following supporting documents to the application to ensure a timely processing and to be considered complete:

- **Proof of Outstanding Rent or Utility Obligation**
  - A copy of the latest past due notice from your landlord and/or utility company, or
  - Other documentation that verifies the outstanding rent or utility obligation.

The City has provided an **ERUAP Checklist** to assist each applicant in ensuring that all forms and documents are completed prior to submission to the City.

### **How to Apply**

Applications for Round 3, including required documents and certifications, **must be submitted by February 15, 2023** to:

Emergency Rental and Utility Assistance Program (ERUAP) – Round 3  
City Manager's Office  
City of Mount Rainier  
1 Municipal Place  
Mount Rainier, Maryland 20712

Applications and required documents may also be submitted electronically to [AdminAssistant@MountRainierMD.org](mailto:AdminAssistant@MountRainierMD.org).

Applications will be reviewed on a first-come, first-served basis while funding is available. Submission of an application does not guarantee funding under the City's ERUAP.

### **ERUAP Payments**

**Payments will only be made directly to landlords and utility companies.** Payments will not be made to individuals or households.



**City of Mount Rainier Emergency Rental and Utility Assistance Program (ERUAP) – Round 3 Application**  
**Deadline: February 15, 2023**

**SECTION 1: Tenant/Household Information**

Head of Household Name:	
Street Address:	
Apartment #:	
City, State, Zip:	
Phone #:	Alternate Phone #:
Email:	

**SECTION 2: Impact of COVID-19 on Household Income or Assets**

<p>Has your household’s income or assets been directly or indirectly impacted by COVID-19? If so, please check all that apply.</p>	<input type="checkbox"/> Currently unemployed or experienced unemployment <input type="checkbox"/> Reduction in income <input type="checkbox"/> Sick and unable to work <input type="checkbox"/> Incurred a significant increase in household expenses <input type="checkbox"/> Experienced other financial hardships  <input type="checkbox"/> No impact  <p><b><u>If you select “no impact”, please STOP since you are not eligible for the program.</u></b></p>
--	--

**SECTION 3: Household Income**

“Gross Household Income” includes salary, wage, tips, commissions, business income, interest, dividends, social security benefits, annuities, insurance, retirement and pension benefits, disability or death benefits, unemployment and disability compensation, and workers’ compensation.

**Please provide the name(s) and monthly gross income of all household members. If no income, please write “\$0”.**

Full Name	Gross Income (Monthly)
<b>Total Gross Income (Monthly) – All</b>	<b>\$</b>

**SECTION 4: Residence and Rental/Utility Obligation Information**

Housing Type: <input type="checkbox"/> House <input type="checkbox"/> Apartment <input type="checkbox"/> Other	
Monthly Rent:	Lease Expiration Date:
Total Past Due <b>Rent</b> Amount:	Total Past Due <b>Utility</b> Amount:
<b>**Past due rent and utility obligations must have been incurred prior to January 1, 2023</b>	
Have you received assistance in paying your rent or utilities since March 2020 from other governmental or charitable programs?	<input type="checkbox"/> Yes <input type="checkbox"/> No
If yes, please indicate the date(s), amount(s), payor(s), and purpose (rent, utility).	
<p><b>Have you received a past due rent notice from your landlord?</b> <input type="checkbox"/> Yes <input type="checkbox"/> No</p> <p>If yes, please attached a copy of the latest notice from your landlord. If no, please provide other documentation that verifies the past due outstanding rental obligation.</p>	
<p><b>Have you received a past due utility notice from your utility company?</b> <input type="checkbox"/> Yes <input type="checkbox"/> No</p> <p>If yes, please attached a copy of the latest utility bill which indicates your outstanding obligation. If no, please provide other documentation that verifies the past due outstanding utility obligation.</p>	
<b>SECTION 5: Landlord Information – <i>For Rental Assistance Only</i></b>	
<b><i>Note to Tenant: Complete as much of this section as you can with your landlord. The City will use this information to make payments and when necessary, communicate with your landlord.</i></b>	
Property Owner/Landlord Name:	
Contact Person:	
Mailing Address:	
City, State, Zip:	
Phone #:	Alternate Phone #:
Email:	
Landlord's Tax ID Number, Unique Entity Identifier (UEI), or Social Security Number:	

## City of Mount Rainier ERUAP Tenant Self-Certification Form – Round 3

The information provided in the application and this self-certification form is collected to determine if my household is eligible to receive assistance provided through the Federally-funded Emergency Rental and Utility Assistance Program (ERUAP). **Head of Household, please initial next to each of the following statements:**

\_\_\_\_\_

### **ACCURACY**

I certify that all the information provided in this application is correct and complete to the best of my knowledge, including information regarding tenant information, impact from COVID-19, household, household gross income, residence, rental and utility obligation, and landlord information, if applicable.

*I understand that providing false statements constitutes an act of fraud, and is grounds for termination of assistance and is punishable under federal and state law.*

\_\_\_\_\_

### **DUPLICATION OF BENEFITS**

I certify that my household has not received assistance from another program for the same costs that will be paid from the City of Mount Rainier ERUAP.

\_\_\_\_\_

### **INFORMATION SHARING**

I understand the information provided in my application may be shared with Prince George’s County, the State of Maryland, and the U.S. Treasury.

I consent to the City sharing my information with legal aid providers, the District Court of Maryland, and my local Sheriff’s office to the extent it is needed to postpone or prevent my household’s eviction.

I consent to the program sharing my information and obtaining information with/from my landlord or utility company to confirm amounts owed and process payment of assistance.

<b>Tenant Certification</b>	
Tenant Name _____	Date _____
Signature _____	

Note: Digital or typed signatures are acceptable.

***At no time may a landlord sign the tenant’s self-certification form.***

# City of Mount Rainier ERUAP Landlord Certification Form – Round 3

**\*\*To be completed only if the household is applying for rental assistance**

**Landlords, please initial next to each of the statements and sign and date the certification form, and include a completed W-9 form.**

\_\_\_\_\_ **ACCURACY**  
I certify that all the information provided in the application regarding my ownership of the rental property, the tenant’s rental obligation, and total amount of rent owed provided in the application are correct and complete to the best of my knowledge.

*I understand that providing false statements constitutes an act of fraud, and is grounds for termination of assistance and is punishable under federal and state law.*

\_\_\_\_\_ **USE OF PAYMENT**  
I certify that any payment of City ERUAP funds made directly to me for the purpose of paying rent on the household’s behalf will only be used for the intended purpose.

**Landlord Certification**  
Landlord Name \_\_\_\_\_ Date \_\_\_\_\_  
Signature \_\_\_\_\_

**Note: Landlords must attach a completed W-9 form to the application for the City to process payment.**

Note: Digital or typed signatures are acceptable.

***At no time may a tenant sign the landlord’s certification form.***

**City of Mount Rainier Emergency Rental and Utility Assistance  
Program (ERUAP) Application – Round 3  
Checklist**

Name of Applicant: \_\_\_\_\_ Date: \_\_\_\_\_

- Application – All sections completed**
  
- Proof of Outstanding Rent or Utility Obligation Document(s)**
  - A copy of the latest past due notice from your landlord or utility company, or
  - Other documentation that verifies the outstanding rent or utility obligation.
  
- ERUAP Tenant Self-Certification Form – Completed, signed, and dated**
  
- ERUAP Landlord Certification Form – Completed, signed, and dated**
  - *Only for rental assistance requests*
  
- Landlord’s W-9 – completed, signed, and dated (if applicable)**