

Application Process:

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

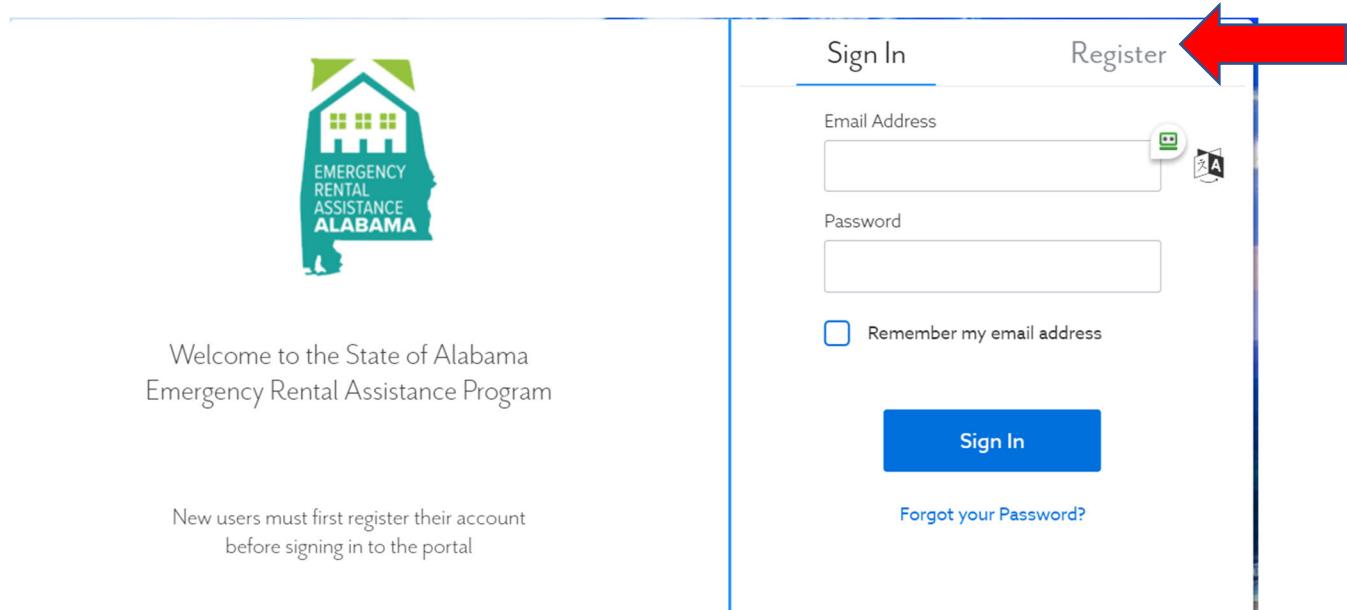
- Landlord Name (as it appears on W9)
- Landlord Address
- Landlord Email Address
- Duns Number (if known)
- TIN, EIN or Social Security Number
- A completed IRS W-9 form
- Proof of ownership of the property (for example, property tax statements or deed)

When 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

Landlords can apply at www.ERAAlabama.com and click on the **Apply Now!** button.

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 upper case, lower case, number and special characters.



Welcome to the State of Alabama
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?](#)



Click the link in the email you received to confirm your account.

Emergency Rental Assistance Alabama: Please confirm your account [Inbox x](#)

Emergency Rental Assistance Alabama <no-reply@neighborlysoftware.com> to me ↗
7:12 PM (0 minutes ago) [Star](#) [Reply](#) [Forward](#)

Thank you for registering your account with Emergency Rental Assistance Alabama. 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://homelip-see.neighborlysoftware.com/ERAP-AI-ABAMA/participant/Account/ConfirmEmail?userId=931d20eh-c381-4492-a22d-c3919a404653&code=E4%2BwM5gG5CqkI%2FhOP1vY%2B4%2B0HVsGdN510JyNxDPuIjK%2B97Am3TY%2FOAK-SOIFjIPe72Ucfm9guCmMkyX1bhmRRaePNsX%2FGrV8z7NU5en3UH/POJ&email=16652807@gmail.com>

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

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



Log in using the username and password you just confirmed.

Welcome to the State of Alabama Emergency Rental Assistance Program

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

[Sign In](#) [Register](#)

Email Address [Forgot my email address](#)

Password

Remember my email address

[Sign In](#) [Forgot your Password?](#)

You will be taken to the Emergency Rental Assistance Alabama landing page.

Welcome to the Emergency Rental Assistance Alabama (ERAA) Program. ERAA is committed to accessibility for all applicants. If you require this material in an alternate format or have questions about the program, please contact us at 1-833-620-2434 or [support@eraalabama.com](#).

[Start a New Application](#)

Tenant: Rental & Utility Assistance Select this option if you are a **TENANT** applying for ERAA. This program is designed to provide funds to renters for unpaid or future rent or utilities due to COVID-19 impacts. [Click here to start a new application](#)

Landlord: Rental Assistance Select this option if you are a **LANDLORD** in the State of Alabama applying for the ERAA assistance. [Click here to start a new application](#)

To begin the application process:

1. Select “Click here to start a new application” in the Landlord: Rental Assistance Section

Landlord: Rental Assistance

Select this option if you are a **LANDLORD** in the State of Alabama applying for the ERAA assistance.

[Click here to start a new application](#)

2. Please provide your Company's name for the application:

NEW APPLICATION FOR LANDLORD: RENTAL ASSISTANCE SELECT THIS OPTION IF YOU ARE A LANDLORD IN THE STATE OF ALABAMA APPLYING FOR THE ERAA ASSISTANCE. [CLICK HERE TO START A NEW APPLICATION](#)

Please provide a name for the application

Landlord Name, Inc.

[Start Application](#)

3. Click “continue” to proceed to the next page:

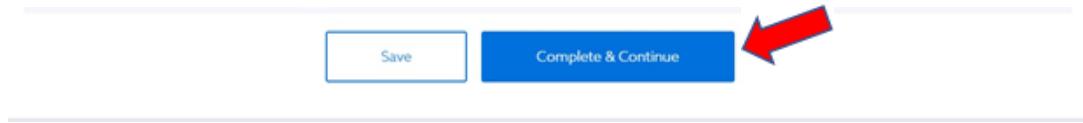
Application

Please use the link below to continue the application process.

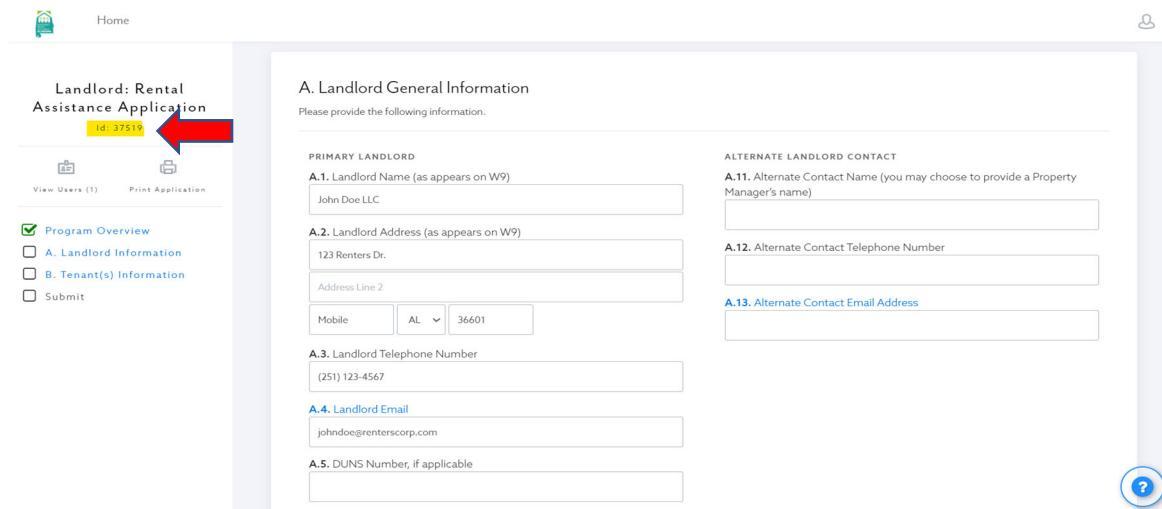
For all questions related to your application (such as inquiries about eligibility, required documents, etc.) please contact 1-833-620-2434 or support@eraalabama.com.

[Click here to continue](#)

4. If you are initiating this application on behalf of tenants, Click “Complete & Continue” to proceed to the next page to fill out Landlord’s general information.



5. Before you continue, please be sure to **write down or save the Case Id** number on the left hand corner of the page, as you will need it to reference the application should you need to call a program representative for further assistance with your application:



A. Landlord General Information
Please provide the following information.

PRIMARY LANDLORD

A.1. Landlord Name (as appears on W9)
John Doe LLC

A.2. Landlord Address (as appears on W9)
123 Renters Dr.
Address Line 2

A.3. Landlord Telephone Number
(251) 123-4567

A.4. Landlord Email
johndoe@renterscorp.com

A.5. DUNS Number, if applicable
123456789

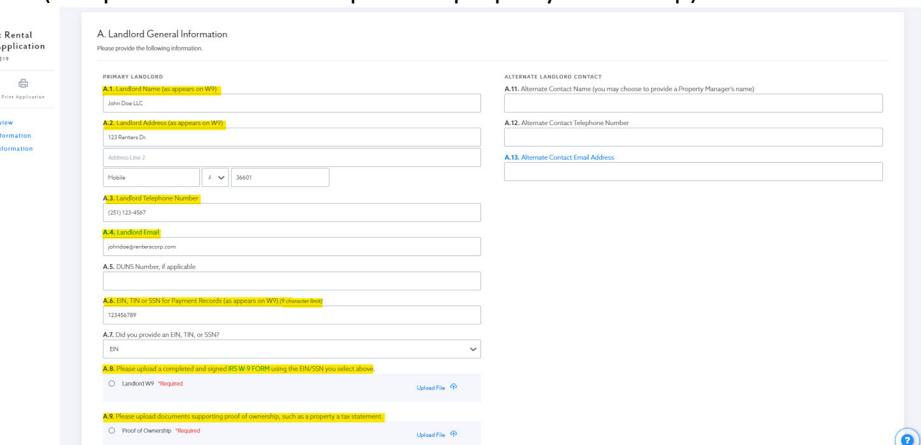
ALTERNATE LANDLORD CONTACT

A.11. Alternate Contact Name (you may choose to provide a Property Manager's name)

A.12. Alternate Contact Telephone Number

A.13. Alternate Contact Email Address

6. Complete the “Landlord General Information” and upload any supporting documentation required (completed W9 form and proof of property ownership).



A. Landlord General Information
Please provide the following information.

PRIMARY LANDLORD

A.1. Landlord Name (as appears on W9)
John Doe LLC

A.2. Landlord Address (as appears on W9)
123 Renters Dr.
Address Line 2

A.3. Landlord Telephone Number
(251) 123-4567

A.4. Landlord Email
johndoe@renterscorp.com

A.5. DUNS Number, if applicable
123456789

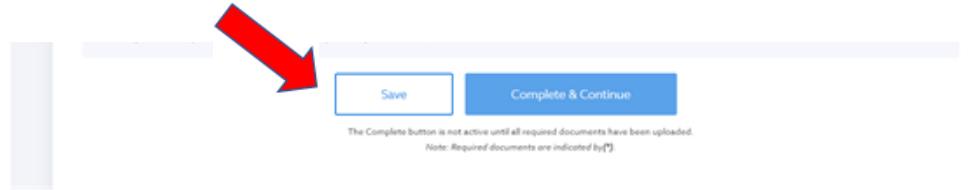
A.6. TIN or SSN for Payment Record (as appears on W9 if necessary)
123456789

A.7. Did you provide an EIN, TIN, or SSN?
EN

A.8. Please attach a completed and signed IRS W-9 FORM using the EN/SSN you selected above.
 Landlord W9 **Required**

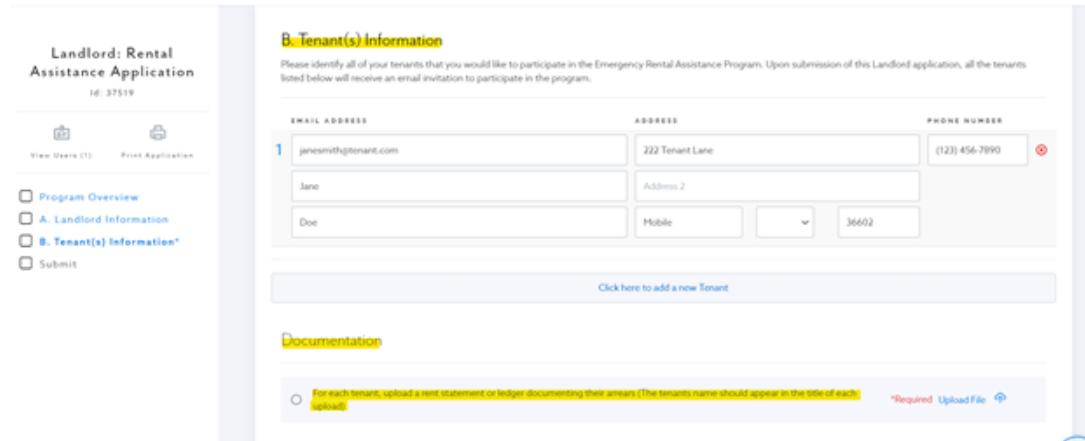
A.9. Please attach documents supporting proof of ownership, such as a property lease statement.
 Proof of Ownership **Required**

7. Once the Landlord completes General Information, click “save” and proceed to Tenant Information.



The Complete button is not active until all required documents have been uploaded.
Note: Required documents are indicated by *

8. Complete Section B for the first Tenant, including uploading supporting documentation for each Tenant (rental statement or ledger documenting a balance owed).



B. Tenant(s) Information

Please identify all of your tenants that you would like to participate in the Emergency Rental Assistance Program. Upon submission of this Landlord application, all the tenants listed below will receive an email invitation to participate in the program.

	EMAIL ADDRESS	ADDRESS	PHONE NUMBER
1	janesmith@tenant.com	222 Tenant Lane	(123) 456-7890
	Jane	Address 2	
	Doe	Mobile	36602

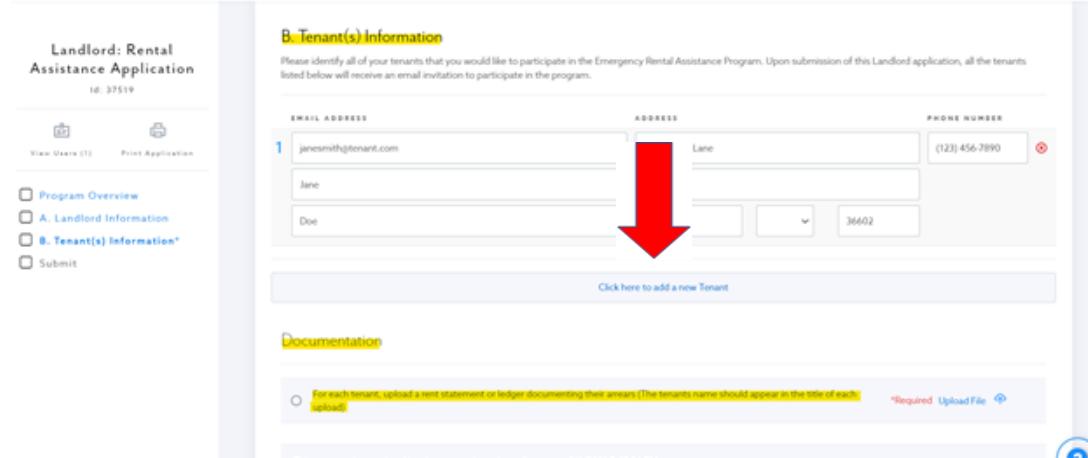
[Click here to add a new Tenant](#)

Documentation

For each tenant, upload a rent statement or ledger documenting their arrears (The tenant's name should appear in the title of each uploaded file)

*Required [Upload File](#) 

9. To add additional Tenants, select "Click here to add a new Tenant." Then complete Tenant information section, including uploading supporting documentation for each Tenant (rental statement or ledger documenting a balance owed). *Please verify that all Tenants are added to this page prior to selecting "Save" or "Complete and Continue."



Landlord: Rental Assistance Application
ID: 37519

Program Overview
 A. Landlord Information
 B. Tenant(s) Information*
 Submit

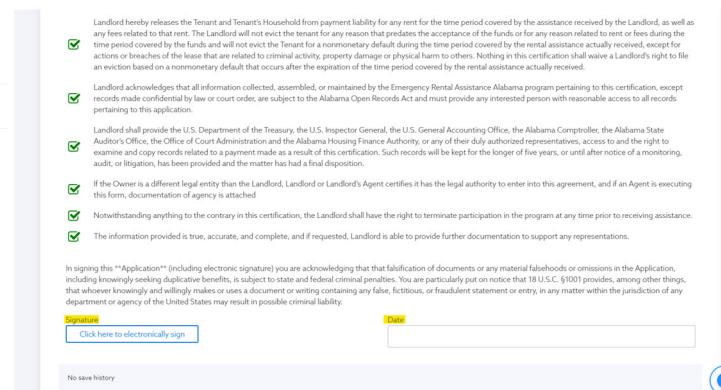
B. Tenant(s) Information
 Please identify all of your tenants that you would like to participate in the Emergency Rental Assistance Program. Upon submission of this Landlord application, all the tenants listed below will receive an email invitation to participate in the program.

EMAIL ADDRESS	ADDRESS	PHONE NUMBER
1 janesmith@tenant.com Jane Doe	Lane 36602	(123) 456-7890

Documentation

For each tenant, upload a rent statement or ledger documenting their arrears (The tenant's name should appear in the title of each file) *Required

10. Once the Tenant (s) are entered, click "save" and proceed to the Submit page and complete the application. Landlord must check off each statement, electronically sign, date, and submit the application. * If any changes or additions need to be made after submittal, the applicant will need to contact customer service at 1-833-620-2434 or contact support@ERAAlabama.com.



Landlord: Rental Assistance Application
ID: 37519

Program Overview
 A. Landlord Information
 B. Tenant(s) Information*
 Submit*

Landlord hereby releases the Tenant and Tenant's Household from payment liability for any rent for the time period covered by the assistance received by the Landlord, as well as any fees related to that rent. The Landlord will not evict the tenant for any reason that precludes the acceptance of the funds or for any reason related to rent or fees during the time period covered by the funds and will not evict the Tenant for a nonmonetary default during the time period covered by the rental assistance actually received, except for actions or breaches of the lease that are related to criminal activity, property damage or physical harm to others. Nothing in this certification shall waive a Landlord's right to file an eviction based on a nonmonetary default that occurs after the expiration of the time period covered by the rental assistance actually received.

Landlord acknowledges that all information collected, assembled, or maintained by the Emergency Rental Assistance Alabama program pertaining to this certification, except records made confidential by law or court order, are subject to the Alabama Open Records Act and must provide any interested person with reasonable access to all records pertaining to this application.

Landlord shall provide the U.S. Department of the Treasury, the U.S. Inspector General, the U.S. General Accounting Office, the Alabama Comptroller, the Alabama State Auditor, and the Office of Contract Administration by the Alabama Housing Finance Authority, or any of their duly authorized representatives, access to and the right to audit and copy any records related to a payment made as a result of this certification. Such records will be kept for the longer of five years, or until after notice of a monitoring, audit, or litigation, has been provided and the matter has had a final disposition.

If the Owner is a different legal entity than the Landlord, Landlord or Landlord's Agent certifies it has the legal authority to enter into this agreement, and if an Agent is executing this form, documentation of agency is attached.

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 fabrication of documents or any material falsehoods or omissions in the Application, including knowingly seeking duplicate benefits, is subject to state and federal criminal penalties. You are particularly put on notice that 18 U.S.C. §9001 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 **Date**

No save history 



11. Once the application is submitted, your Tenant will receive an email to start the registration process and complete the Tenant application process.

You Are Invited: Emergency Rental Assistance [Inbox](#)

Neighborly Software <no-reply@neighborlysoftware.com>
to me, 18650077

7:32 PM (7 minutes ago)

Dear Testing Landlord,

Your current landlord, Test Landlord, Inc, is inviting you to apply for the Emergency Rental Assistance (ERA) program for the property located at, Tester Drive Test 12345. This is a program designed to pay past due rent and/or utility assistance. This program is an alternative to eviction for non-payment of rent due to a documented COVID-19 impact.

To be eligible to benefit from this program, you must complete a Tenant Application in the [Alabama Emergency Rental portal](#).

Thank you,
Click here to login: <https://hornello-pe.neighborlysoftware.com/ERAP-ALABAMA/participant>

Neighborly Software

12. Please contact your Tenant(s) directly and ask them to complete their portions of the application.