

Application Process:

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

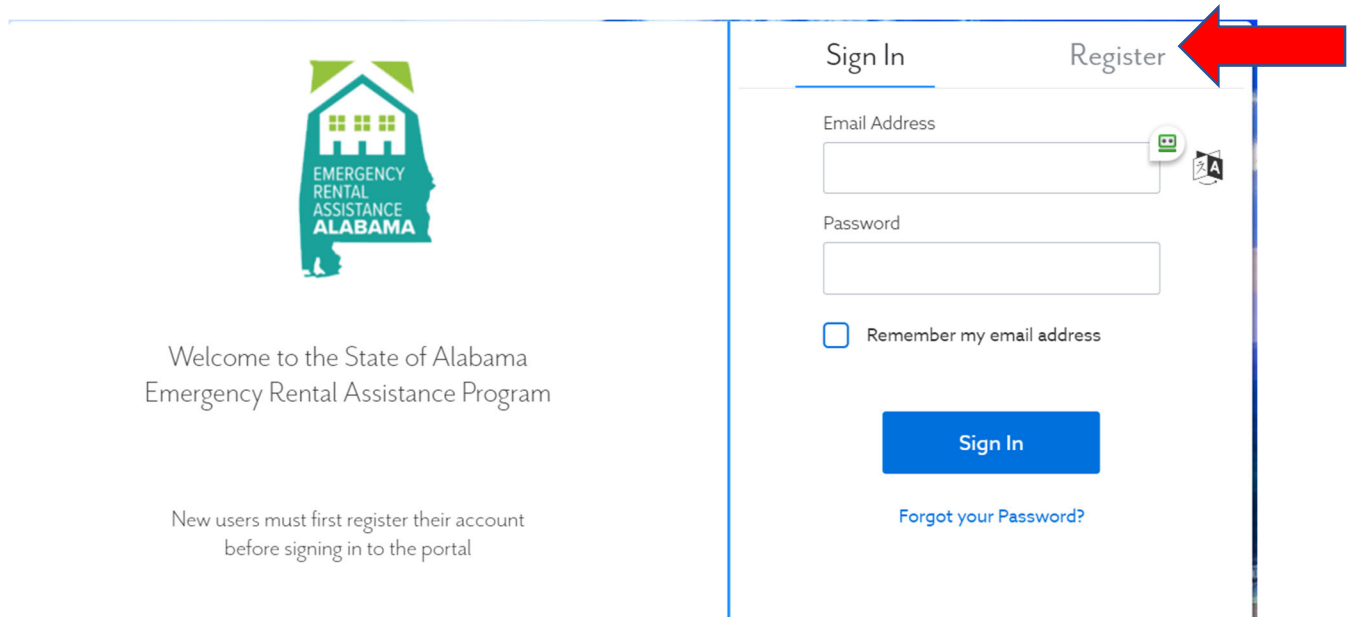
- Landlord Name (as it appears on W9)
- Landlord Address
- Landlord Email Address
- Duns Number (if known)
- TIN, EIN or Social Security Number
- A completed IRS W-9 form
- Proof of ownership of the property (for example, property tax statements or deed)

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.



The screenshot displays the user interface of the Emergency Rental Assistance Alabama portal. On the left, there is a logo for the program and a welcome message. On the right, there are two tabs: "Sign In" and "Register". A red arrow points to the "Register" tab. Below the tabs, there are input fields for "Email Address" and "Password", a checkbox for "Remember my email address", and a "Sign In" button. A link for "Forgot your Password?" is also visible.

EMERGENCY RENTAL ASSISTANCE ALABAMA

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

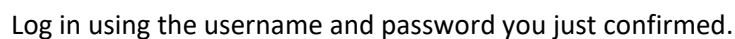
☐ Remember my email address

Sign In


[Forgot your Password?](#)



Emergency Rental Assistance Alabama: Please confirm your account inbox x



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	<p>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.</p>	Click here to start a new application
Landlord: Rental Assistance	<p>Select this option if you are a LANDLORD in the State of Alabama applying for the ERAA assistance.</p>	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:

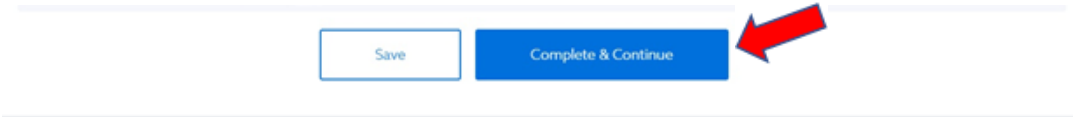
Application

Please use the link below to continue the application process.

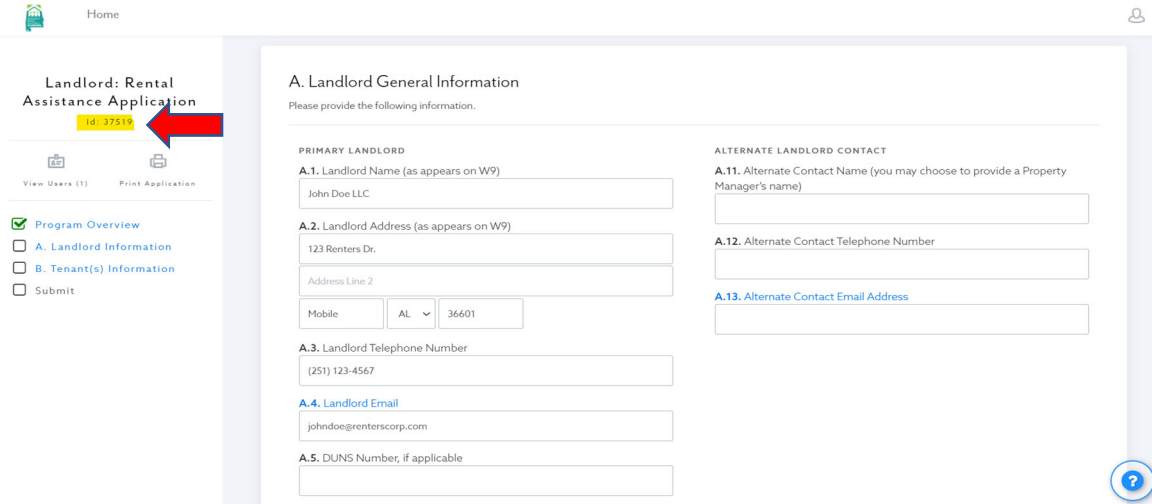
For all questions related to your application (such as inquiries about eligibility, required documents, etc.) please contact 1-833-620-2434 or support@eraalabama.com.

[Click here to continue](#)

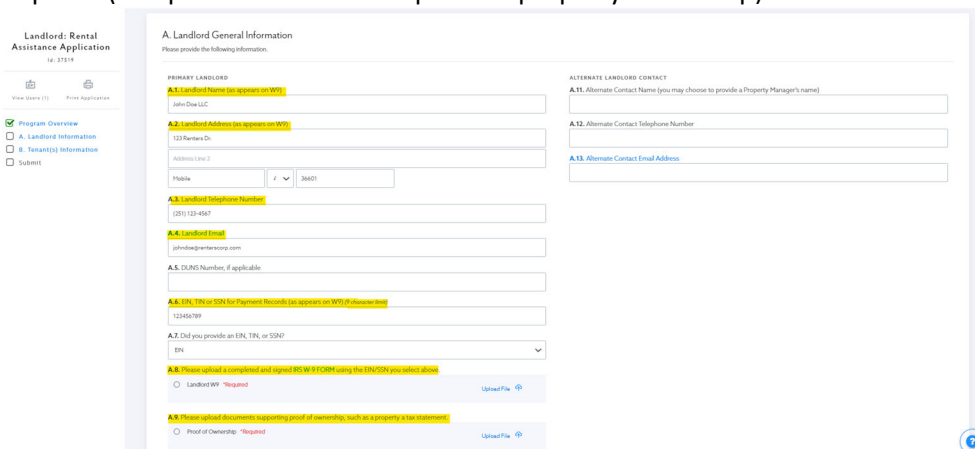
- If you are initiating this application on behalf of tenants, Click “Complete & Continue” to proceed to the next page to fill out Landlord’s general information.



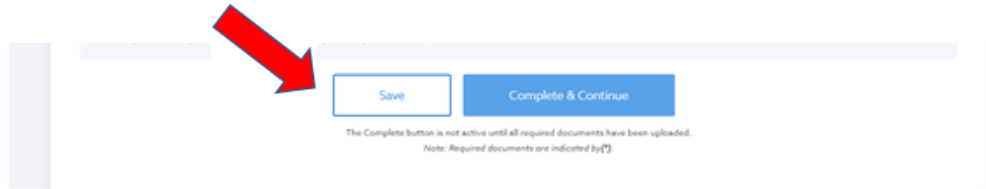
- Before you continue, please be sure to **write down or save the Case Id** number on the left hand corner of the page, as you will need it to reference the application should you need to call a program representative for further assistance with your application:



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

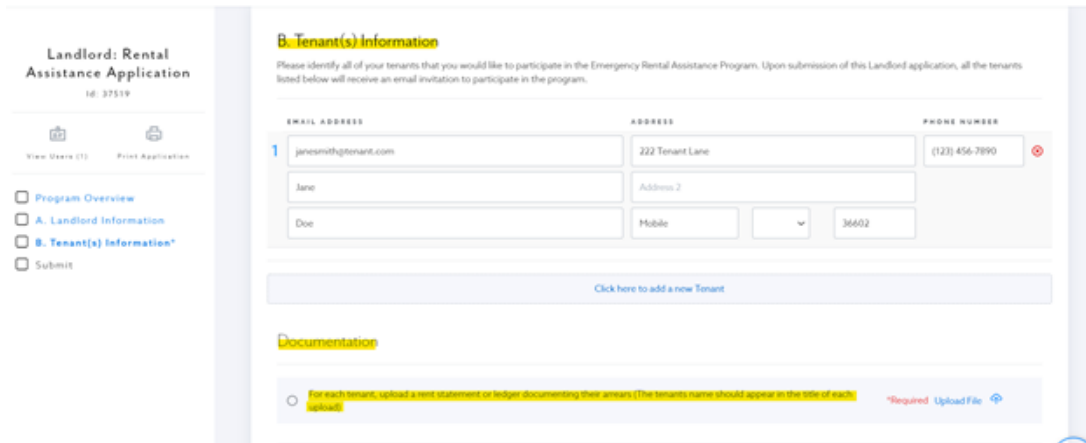


- Once the Landlord completes General Information, click “save” and proceed to Tenant Information.



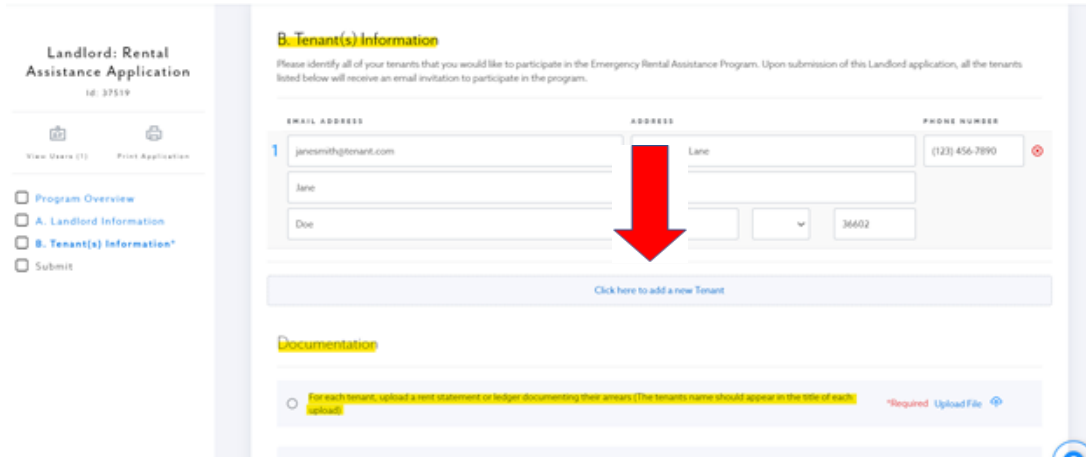
The screenshot shows the bottom of a form with two buttons: "Save" and "Complete & Continue". A red arrow points to the "Save" button. Below the buttons, a message states: "The Complete button is not active until all required documents have been uploaded. Note: Required documents are indicated by[*]".

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

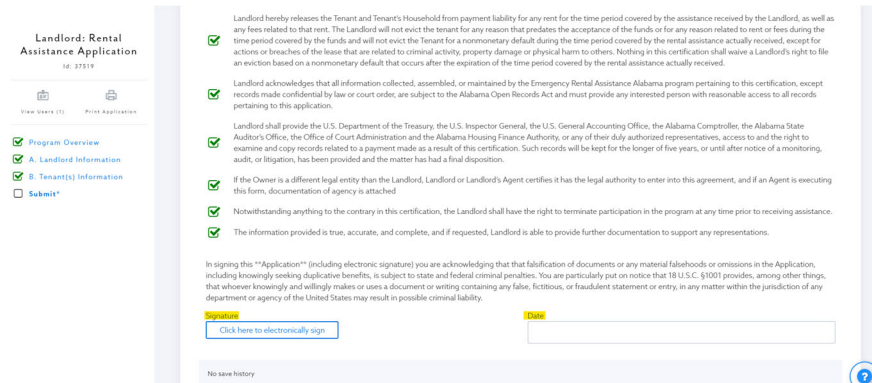


The screenshot shows the "Landlord: Rental Assistance Application" form. On the left, a sidebar contains a navigation menu with the following items: "Program Overview", "A. Landlord Information", "B. Tenant(s) Information*", and "Submit". The main content area is titled "B. Tenant(s) Information" and includes a sub-header "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." Below this, there is a table with columns for "EMAIL ADDRESS", "ADDRESS", and "PHONE NUMBER". The first row contains the following information: "janesmith@tenant.com", "222 Tenant Lane", and "(123) 456-7890". Below the table, there is a link "Click here to add a new Tenant". At the bottom, there is a section titled "Documentation" with a sub-header "For each tenant, upload a rent statement or ledger documenting their arrears (The tenants name should appear in the title of each upload)". A red asterisk indicates a required field, and there is an "Upload File" button.

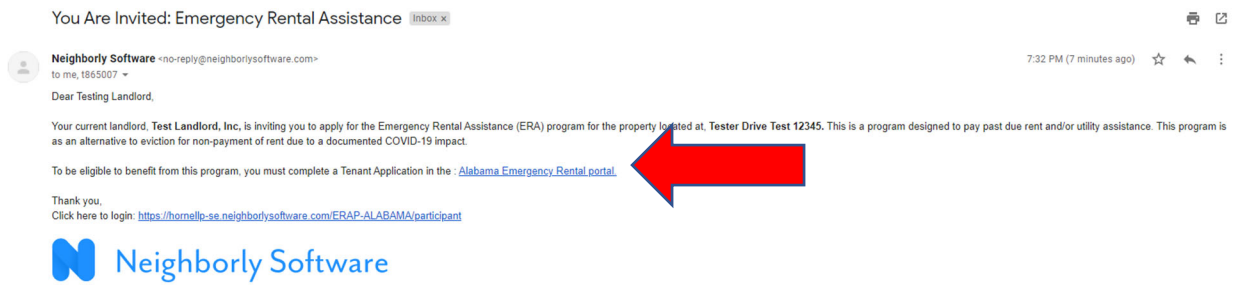
9. To add additional Tenants, select "Click here to add a new Tenant." Then complete Tenant information section, including uploading supporting documentation for each Tenant (rental statement or ledger documenting a balance owed). *Please verify that all Tenants are added to this page prior to selecting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



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.



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



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