

October 13, 2020

Rent & Mortgage Relief Program November & December Rent Eligibility

Starting Thursday, October 15, 2020, landlords will be able to request November and December rent in advance.

What does this mean if you have already submitted an application?

- **If your application has been approved**, submit a contract amendment to request additional rent or fees. The contract amendment process can be found on page 15 of the [User Guide](#).
- **If your application is under review**, Virginia Housing will add November and December rent to the application. You don't need to do anything.

In order to be eligible for November and December rents, the tenant's lease must be effective through December 31, 2020. In the event the landlord receives the November and/or December rent from the tenant, the RMRP funds must be returned to Virginia Housing.

PLEASE remember, to complete the registration process, you **MUST**:

1. **Complete** the User and Organization Profile Request in [VHDA Grants](#).
2. **Submit the following** documents through a [Secure Email](#):
 - **Copy of your W-9**. This document must be complete, signed, and dated within the last three years.
 - **A completed ACH form along with a voided check or statement** from your financial institution providing the account and routing number. *(This is only required if you choose to receive payments electronically, which is the fastest way to receive payment).*
 - **Multiple property spreadsheet**. *(This is only required if you are managing multiple properties.)* Only include properties that have tenants that are eligible and behind with their rent. **You have two options to set up your properties and receive payment:**
 - **Multiple properties with one clearing house account**, provide individual W9s for all properties.
 - **Multiple properties with individual W9s & ACH**, provide individual W9s and ACH for all properties.

Access to the Grant Management System

We're working hard to get everyone access to Virginia Housing's Grant Management System. **Please be patient**. We are experiencing high email and call volume that slows down the process. We will email you confirmation when we review your documents, and notify you that we're processing your profile.

The next email you will receive will be generated from our Grant Management System and will provide your log-in credentials.

Remember, we are in this together. This program exists to help you and your tenants. The volume is high, but we are working to assist you.

Additional details to get started with the application process can be found at, VirginiaHousing.com/RMRP.

If you have questions, email us at RMRP@VirginiaHousing.com.

We believe in the power of home to grow thriving communities across Virginia, and we thank you for being part of our mission for almost 50 years.

Stay connected and in the know



Virginia Housing | [Website](#) | [Join Our Email List](#)

The information contained herein (including but not limited to any description of Virginia Housing and its lending programs and products, eligibility criteria, interest rates, fees and all other loan terms) is subject to change without notice.

