

February 4, 2021

## Virginia Rent Relief Program

### A LETTER FROM DHCD AND VIRGINIA HOUSING:

Dear Landlords,

Thank you for applying for rental assistance through the Virginia Rent and Mortgage Relief Program (RMRP), now known as the Virginia Rent Relief Program (RRP).

We are transitioning to a new federal funding source which requires us to collect income verification for the two months prior to the application and the most recent income verification for all adult household members.

The additional two months of documentation does not change how we calculate your current income or your eligibility for assistance. It is strictly for documentation purposes.

We understand this is an inconvenience. However, with the additional documentation we may be able to pay an additional three months of future rent for eligible households. This is in addition to the current month's rent and all eligible arrears dating back to April 1, 2020.

Applications will be negotiated back for the additional documents. Please log into GMS and upload income documents for the two months prior to the application and the most recent income verification for all adult household members.

We appreciate your understanding.

### **We have included some scenarios below to help guide you through how the additional income documentation may affect your application:**

#### **Examples:**

##### Scenario #1

- Application started on February 3<sup>rd</sup> (or any time before an applicant has income documentation for the month of application).
- Use most recent January paystub to determine eligibility. Collect January & December income documentation to satisfy treasury.

##### Scenario #2

- Application started on February 17<sup>th</sup> (or at any point when the applicant has income documentation for the month of application).
- Use most recent February paystub to determine eligibility. Collect January & December income documentation to satisfy treasury.

##### Scenario #3

- Application started in e.g. December, does not need February rent, only rent up to December.
- Use most recent December paystub to determine eligibility (likely what was submitted with application). Collect October & November income documentation to satisfy treasury.

##### Scenario #4

- Application started in e.g. December, needs current and prospective rent.

- Refer to Scenarios 1 & 2 and treat like a new application.

**Exclusions:** These income sources are documented via a benefit verification letter, sometimes called an award letter or proof of income letter, or do not have income to verify and do not require the additional months of income documentation.

- Zero Income Households
- Monthly public assistance benefits from Social Services, e.g. TANF, General Relief
- Social Security
- SSI
- VA Pensions
- Railroad Retirement
- Civil Service Pension
- General Retirement from Employer
- Unemployment Benefits

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**Attention Chesterfield and Fairfax Counties:**

Chesterfield and Fairfax Counties have elected to administer rent relief programs at the local level as allowed by Treasury's Emergency Rental Assistance program. As a result, effective 11:59pm February 14, 2021, DHCD and Virginia Housing will no longer accept applications or amendments for residents that reside in these localities. Applicants will be referred to the local programs for assistance and contact information for those programs will be provided on our websites as soon as it is available.

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Thank you for your continued efforts, we're working hard to process all of the requests in a timely manner. Your support in submitting complete, accurate applications helps! We will be providing additional information next week to assist you with managing RMRP for your tenants.

[VirginiaHousing.com/RentRelief](https://VirginiaHousing.com/RentRelief)  
[RentRelief@VirginiaHousing.com](mailto:RentRelief@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.**

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