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# Technical Advisory



Oregon Housing and Community Services

February 18, 2021

## Re: Landlord Compensation Fund Program Application Information

Dear Partners:

We have been overwhelmed by all the interest in our Landlord Compensation Fund program and application that opened yesterday! Thank you for your patience as we work to follow up on all of the inquiries and questions.

To help support applicants working through the application system, we have provided on our website under the application portal link a screen by screen [Instruction Guide to the application](#) system as well as a [video overview of the rent roll template](#)! Please review these as you work to compile your application for this program.

As a reminder, the current application round will be open through 4 pm on March 2<sup>nd</sup>, 2021 and there is no advantage to applicants who submit their application early. Below is a high level overview of the process and the information you will need to have available.

**What do I need to apply?:** This program is open to Landlords who own and operate residential property, and the information requested in the application is included in the below overview of the **5 primary steps** to completing your application:

1- **Provide notice to tenants with past-due rent**: we have created a standard **Building Notice**, which must be provided to all current tenants with past due rent to let them know of the opportunity to have their past due rent covered through this program. When

you submit your application, you will need to attest that this notice has been provided. This notice is available in [English](#), [Spanish](#), [Vietnamese](#), [Russian](#), [Traditional Chinese](#), and [Simplified Chinese](#) on the program website.

2- **Follow the Application Instructions to create an account in the application portal and Add Your Property:** once you set up your account, you will be able to add your property(s). The following is the documentation you will want to have handy:

- [W9 information](#) or form for the ownership entity (this will be used to help verify property ownership).
- If you want your payment sent electronically you will need to provide the ACH / electronic routing information (or indicate you would like to receive your payment by check).

3- **Add Tenant Data to Your Property:** once the property is added, you will need to add your [rent roll history for the property using the provided template](#) available on our website as well as within the application portal. Please be sure to follow the instructions provided, [you can watch a demonstration in this video](#), including: one row per unit, per month from April 1<sup>st</sup> 2020 through February 2021. We need this information for **all units**, including those that do not owe rent. In addition, for current tenants with past-due rent, we request that you provide household name, email, and phone number.

4- **Add Tenant Declarations of Financial Hardship:** once the rent roll information is added to a property, you will need to add to each eligible unit their [signed Declaration of Financial Hardship](#). This form is available in multiple language on our [program page](#) under *Application Portal and Required Forms*. The system will allow you to upload files in many formats, including PDF and picture files. NOTE: if you do not have a signed Declaration of Financial Hardship from a current tenant with eligible past-due rent, you will also have the ability to send a notice to tenants (via email) and allow them to provide it directly into your application electronically.


5- **Add to your Compensation Request and submit:** once you have completed those steps for all current tenants with past due rent, you will be able to add the rent for those with Declarations into your Compensation Request. When you are finished, you can click SUBMIT to finish! Remember, you will only be eligible for grant money for tenants with Declaration of Hardship forms submitted into the system.

**What is the timing?:** the application for the first month of the LCF program will be open for 2 weeks. Applicants have from today, February 17<sup>th</sup>, 2021 - March 2<sup>nd</sup>, 2021 to submit their application (Please only include rent payments through February in this first round application). There is no harm, or benefit, to submitting your application early in that timeframe. The full details on the program can be found in the program guidelines. Scoring is established in order to preference applications from applicants with fewer units in their portfolio as well as those portfolios with a higher percent of unpaid rent since April 2020.

**What if I need help?:** we encourage questions to be submitted directly to program staff at [HCS.LCF@oregon.gov](mailto:HCS.LCF@oregon.gov). Please be sure to let us know what your inquiry is and we will be able to route it to the right group for follow up.

**What else do I need to know:** to get even more information on this program, please visit: <https://www.oregon.gov/ohcs/housing-assistance/Pages/landlord-compensation-fund.aspx>  
On this program page, you can find our [Frequently Asked Question](#) document, along with the complete program guidelines, program summary, application documents, and a link to the application portal! We will also be adding tutorials, videos, and materials.

Sincerely,



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