

INSTRUCTIONS



TENANT'S SELF-CERTIFICATION OF LEASE

1. **USE THIS FORM ONLY IF THERE IS NO WRITTEN LEASE AND THE LANDLORD WILL NOT SIGN A CERTIFICATION OF LANDLORD/TENANT RELATIONSHIP** – The Tenant Self-Certification of Lease should be used only if a formal, written lease does not exist **and** the Landlord cannot or will not sign the Certification of Landlord/Tenant Relationship.
2. **DO NOT MAIL THIS FORM TO THE ERAP PROGRAM** – Applicants applying for assistance under the ERAP should upload this form in lieu of a written lease or the Landlord/Tenant Relationship form when completing their on-line application.
3. **INCLUDE ALL REQUIRED ATTACHMENTS** – The self-certification requires certain documents be included with the certificate. These items should also be uploaded with the form when tenant completes their on-line application. See certificate for list of required documents.
4. **COMPLETE ALL FIELDS AND QUESTIONS ON THE CERTIFICATE**
5. **SIGN THE CERTIFICATE** – The certificate must be signed by the tenant head of household.

FAILURE TO PROPERLY COMPLETE THE CERTIFICATE AND SUPPLY THE REQUIRED ATTACHMENTS WILL CAUSE A DELAY PROCESSING APPLICATIONS FOR ASSISTANCE UNDER THE ERAP

EXHIBIT A-2 – TENANT’S SELF-CERTIFICATION OF LEASE

(To be Submitted by Head of Household only if no written lease is available and Landlord cannot or will not sign Exhibit A-1 Certification of Landlord/Tenant Relationship)

Head of Household’s Name: _____

Head of Household’s Spouse (if applicable): _____

Other Household Members 18 & Over: _____

Landlord’s Name (name where rent is sent): _____

Landlord’s Address: _____

Landlord’s Phone Number: _____

Landlord’s Email Address: _____

Rental Property Address: _____ (the “Property”)

How long have you rented the Property? _____

Term of Lease: _____ Expiration of Lease: _____ Monthly Rent Payment: _____

Are any utilities included in your rent payment? ☐ Yes ☐ No If yes, list which utilities are included:

_____.

Are you behind in rent: ☐ Yes ☐ No If yes, how much rent is past due \$ _____?

Applicant must attach the following to this Certification:

1. Evidence of Rent payments (may include bank statements, cleared or cancelled checks, or other documentation that reasonably evidences a pattern of paying rent) (i) paid by tenant to the Landlord listed in the application; and (ii) for a period of 3 or more months since January 1, 2020.

And

2. Evidence Utility Payments (may include bank statements, cleared or cancelled checks, or other documentation that reasonably evidences a pattern of paying utilities) (i) paid at the address listed on the application, (ii) for a period of 3 or more months since January 1, 2020; (iii) utility invoice must be dated within thirty days of the application date; and (iv) fully completed Tenant’s Certification of Lease.

Under penalty of perjury, I certify that the information presented in this certification is true and accurate to the best of my knowledge. I further understand that providing false representations constitutes an act of fraud. False, misleading, or incomplete information may result in the repayment of any funds received through the ERAP Program and other remedies available under applicable law.

Signature of Head of Household

Printed Name of Head of Household

Date