

Instructions on How to Apply for the New York State (NYS) Landlord Rental Assistance Program (LRAP)

In order to apply for LRAP, you must register as a Landlord/Owner and apply through the Emergency Rental Assistance Program (ERAP) website. After creating an account, you may create a LRAP application within that Landlord/Owner account.

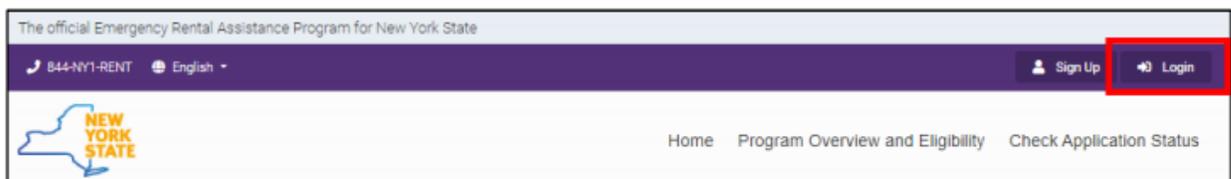
If you already have a Landlord/Owner account for the ERAP portal, you may apply for LRAP using that account.

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1. Instructions on How to Apply with an Existing Owner/Landlord Account

- A. Navigate to <https://nysrenthelp.otda.ny.gov/en/>.
- B. In the top right corner of the website, click on “Login”.



- C. Once logged in, click on the “Landlord/Owner Section” button at the top right-hand corner.



- D. The “Legal Entities” section will appear and display your Owner Numbers. Under actions, click “View Applications,” next to the Owner Number of the Legal Entity you want to use to apply for LRAP.

Legal Entities

LEGAL ENTITIES

[Add legal entity](#)

To manage the Emergency Rental Assistance Program (ERAP) applications or apply for the Landlord Emergency Rental Assistance Program (LRAP) - navigate to the legal entity you want to manage by clicking on "View Applications" next to the appropriate legal entity. If you would like to add a legal entity, please select "Add legal entity" above.

Owner Number	Nickname	Actions
LLZBTP3HHF	Rental Building 1	Edit nickname View Applications Transfer
LL1RVK5X8Z	Rental Building 2	Edit nickname View Applications Transfer
LLEEINFOTN	Rental Building 3	Edit nickname View Applications Transfer
LL5HTPJQO0	Bronx Highrise	Edit nickname View Applications Transfer
LLIMG5WT15	Andrew's Rentals	Edit nickname View Applications Transfer

- E. The “Owner Section” will appear, and if you have not already entered your contact information, a yellow banner will appear. Click on the “Submit the Contact Information” button to enter your information.

Contact Information

You have not completed the Contact Information.

[Submit the Contact Information](#)

- F. Enter the required Contact Information in the Email and Phone fields and indicate if it is a mobile number. Then, click "Submit." The Contact Information entered here will be used for all correspondences related to LRAP Applications for this Legal Entity.

CONTACT INFORMATION

Owner Number: LLIMG5WT15

Email * Phone * Mobile Number ? YES NO

- G. The "Owner Section" will appear. Scroll down to "Your Applications" section. Then click on the purple button that says, "Create LRAP Application."

OWNER SECTION

Testing Testing Owner	LLEEINFOTN Owner Number
---------------------------------	-----------------------------------

Contact Information

Email:	OwnerEmailAddress@emaildomain.com
Phone:	212-111-2222
Mobile Number ?:	NO

[Update the Contact Information](#)

W-9 Information

Owner or Business Name:	Properties
Address:	123 Street City, NY 12334
Tax Classification:	
W9 Status:	Submitted

[Update the W-9 Information](#)

Direct Deposit Information

Account Type:	Checking Account
Direct Deposit Status:	Submitted

[Update Direct Deposit Information](#)

Your Applications

[Add ERAP Application](#) [Create LRAP Application](#)

H. To begin the LRAP application, first answer the required eligibility questions that appear:

“Do you have a tenant who has vacated an apartment with unpaid rent arrears for which you are either the landlord or owner or property manager?”.

The screenshot shows a web application interface for the LRAP application. At the top, there is a horizontal navigation bar with seven tabs: "Eligibility" (highlighted in purple), "Owner Information", "Tenant Information", "Unit Information", "Rent Arrears", "Required Documents", and "Applicant Certification". Below the navigation bar, the word "ELIGIBILITY" is displayed in a bold, black, sans-serif font. A red rectangular box highlights the question area, which contains the text: "Do you have a tenant who has vacated an apartment with unpaid rent arrears for which you are either the landlord or owner or property manager?". Below the question, there are two radio button options: "YES" and "NO". At the bottom left of the form, there is a blue "Save" button.

I. If you select “Yes,” you will be prompted to answer:

“When did the tenant vacate the rental property?”

ELIGIBILITY

Are you a Landlord, Owner or Property Manager whose tenant has vacated the rental property and owes rental arrears?

YES NO

When did the tenant vacate the rental property? *



- After entering the date the tenant vacated, the following questions will appear:
 - “What was the value of the monthly rental cost for the tenant?”
 - “What county is the unit located in?”
 - “How many bedrooms does the unit contain?”

ELIGIBILITY

Are you a Landlord, Owner or Property Manager whose tenant has vacated the rental property and owes rental arrears?

YES NO

When did the tenant vacate the rental property? *



What was the value of the monthly rental cost for the tenant? *



What county is the unit located in? *



How many bedrooms does the unit contain? *



- J. If you select “NO,” you will be asked to answer the next question: “Do you have a tenant who is currently residing in an apartment that you are either the landlord or owner or property manager for and is not agreeing to apply for the Emergency Rental Assistance Program (ERAP)?”

**Note: If you select “No” to both questions, the following statement will appear, “Based on your response to the questionnaire, you are not eligible for the Landlord Emergency Rental Assistance Program (LRAP)”*

ELIGIBILITY

Are you a Landlord, Owner or Property Manager whose tenant has vacated the rental property and owes rental arrears?

YES NO

Do you have a tenant who is currently residing in an apartment that you are either the landlord or owner or property manager for and is not agreeing to apply for the Emergency Rental Assistance Program (ERAP) ?

YES NO

- K. By selecting “YES” the next question will appear “Please confirm that you have outreached to your tenant to encourage participation at least 3 times including 2 in writing.”

**Note: If you select “NO” to this question, the following statement will appear, “Based on your response to the questionnaire, you are not eligible for the Landlord Emergency Rental Assistance Program (LRAP)”*

ELIGIBILITY

Are you a Landlord, Owner or Property Manager whose tenant has vacated the rental property and owes rental arrears?

YES NO

Do you have a tenant who is currently residing in an apartment that you are either the landlord or owner or property manager for and is not agreeing to apply for the Emergency Rental Assistance Program (ERAP) ?

YES NO

Please confirm that you have outreached to your tenant to encourage participation at least 3 times including 2 in writing.

YES NO

- L. If you select “YES” to attempting to outreach to the tenant: The outreach information option will appear. Please use these fields to fill in the 3 dates that the outreach occurred to the tenant. (*Please note two of the outreaches attempts need to have been in writing.)

After entering in the outreach dates, fill in the fields below:

- What was the value of the monthly rental cost for the tenant?
- What county is the unit located in?
- How many bedrooms does the unit contain?

**Please note, if the unit does not meet the Fair Market Value eligibility requirement, the following statement will appear, “Based on your response to the questionnaire, you are not eligible for the Landlord Emergency Rental Assistance Program (LRAP)”*

ELIGIBILITY

Are you a Landlord, Owner or Property Manager whose tenant has vacated the rental property and owes rental arrears?

YES NO

Do you have a tenant who is currently residing in an apartment that you are either the landlord or owner or property manager for and is not agreeing to apply for the Emergency Rental Assistance Program (ERAP) ?

YES NO

Please confirm that you have outreached to your tenant to encourage participation at least 3 times including 2 in writing.

YES NO

Outreach 1 *

Outreach 2 *

Outreach 3 *

What was the value of the monthly rental cost for the tenant? *

What county is the unit located in? *

How many bedrooms does the unit contain? *

- M. Once the Eligibility Questions have been answered, the Application Number will appear in a green banner at the top of the “Owner Information” page. Save this application number in the event that you have to resume the application later.

LRAP Application - Owner Information

Save this application number! LIOE9

- N. On the “Owner Page,” the contact information associated with the legal entity you selected for the application will automatically populate the fields for Name, Address, Email, and Phone Number. Answer the appropriate response to the prompt: “Indicate which of these options best describes your relationship to this unit / tenant,” then click “Save” to proceed to the “Tenant Information” section.

OWNER INFORMATION

Name:	Properties
Address:	123 Street City, NY 12334
Email:	OwnerEmailAddress@emaildomain.com
Phone Number:	212-111-2222

Indicate which of these best describes your relationship to this unit / tenant: *

Owner Landlord Property Manager

Save

- O. Enter the required “Tenant Information”, including Name and Phone Number. (indicate if this is a mobile number) If you have it, please provide the tenant’s optional Email Address. Once complete, click “Save” and proceed to the “Unit Information” screen.

TENANT INFORMATION

Tenant First Name *	Tenant Last Name *
<input type="text" value="First-Name"/>	<input type="text" value="Last-Name"/>
Phone Number *	Mobile Number ?
<input type="text" value="2125550000"/>	<input type="radio"/> YES <input checked="" type="radio"/> NO
Email	
<input type="text" value="Tenant@Tenantemailaddress.com"/>	

Save

- P. Enter the required information for the unit. Answer each question and enter information in the format requested. Click “Save” to proceed to the “Rent Arrears” section.

UNIT INFORMATION

Address Line 1 *	Address Line 2 / Unit / Apartment Number			
<input type="text" value="888 Rental Way"/>	<input type="text"/>			
City *	State *	Zip Code *		
<input type="text" value="Orange"/>	<input type="text" value="NY"/>	<input type="text" value="12345"/>		
Type of House/Apartment *				
<input type="text" value="Apartment"/>				
What were the terms of the lease? *				
<input checked="" type="radio"/> Annual Agreement	<input type="radio"/> Month to Month	<input type="radio"/> Other Agreement	<input type="radio"/> Renting Lot	<input type="radio"/> I don't have a lease
Lease Start Date *	Lease End Date *			
<input type="text" value="12/1/2019"/>	<input type="text" value="11/30/2021"/>			
Do you own a building with 20 or fewer units? *				
<input checked="" type="radio"/> YES	<input type="radio"/> NO			
Is the rent of the unit's tenant for whom you seek rental assistance limited to a certain percentage of income (such as section 8 tenants or tenants of public housing)? *				
<input type="radio"/> YES	<input checked="" type="radio"/> NO			

- Q. In the “Rent Arrears” section you will first find reminders on how to list past due rent on the application and what can or cannot be included in the amounts declared. Remember, there is a maximum of 12 months of arrears that may be able to be paid through this program, starting March 2020. The total of the past due amount will be calculated for you and shown at the bottom of the page.

RENT ARREARS

Please list the amount of past due rent that is owed by month since March 2020 (documentation is required). Of note, up to a maximum of 12 months of rent may be paid for through this program. If you have more than 12 months of past due rent, enter the months with the highest amount past due. Amounts must not include late fees, parking fees, or other fees that are not included as part of the rent. In addition, the monthly rental cost may not exceed 150% Fair Market Rent for the county where the rental unit is located. Please do not enter cumulative past due rent in the Monthly Amount Past Due column.

- R. In the space provided, input the amount of past rent due by month. Once you have input the required information in the spaces provided for “Regular Monthly Rent” and the “Monthly Amount Past Due”, the “Allowable Benefit” and Total Monthly Amount Past Due fields will automatically populate. Click “Save” to proceed to the “Required Documents” section.

July 2021	Regular Monthly Rent \$ 2500	Monthly Amount Past Due \$ 2500	Allowable Benefit \$ 2500
August 2021	Regular Monthly Rent \$ 02500	Monthly Amount Past Due \$ 2500	Allowable Benefit \$ 2500
September 2021	Regular Monthly Rent \$ 2500	Monthly Amount Past Due \$ 2500	Allowable Benefit \$ 2500
October 2021	Regular Monthly Rent \$ 2500	Monthly Amount Past Due \$ 2500	Allowable Benefit \$ 2500
		Total Monthly Amount Past Due \$ 12500	

Save

- S. In the “Required Documents” section, upload the three (3) required documents: Proof of Ownership, Documentation of Contract Rental Cost, and Documentation of Arrears Owed. Click “Select File” to search your device for the document you would like to upload. Please note that only PDF, JPG, JPEG, and PNG files, with a maximum of 4 MB per file, are accepted. Once you have selected these three files, click “Save”.

REQUIRED DOCUMENTS

Proof of ownership (e.g. tax document, mortgage, deed) *

Select File

 Warranty Deed.png
121.79 KB ×

Documentation of Contract Rental Cost (e.g. lease agreement, other documentation) *

Select File

 Documentation Screenshot.png
10.18 KB ×

Documentation of Arrears Owed (e.g. certified statement, ledger, demand letter) *

Select File

 Tenant Ledger.png
6.45 KB ×

- Please do NOT upload your scanned W-9 documents. W-9 information must be entered directly within the ERAP IRS W-9 Information Page in the landlord portal
- You can only upload the following file formats **PDF, JPG, JPEG and PNG**.
- Maximum allowed file size is **4MB**

Save

- T. Read the “Application Certification” page carefully. It details important requirements for participation in the program.

APPLICANT CERTIFICATION

I, as a Landlord, property owner, or property manager, attest that if I receive a Landlord Rental Assistance Program (LRAP) payment, I will use it only for its intended purpose. By submitting this application, I agree to apply any LRAP payment(s) received to the outstanding amount of rental arrears owed by the tenant or former tenant on whose behalf I receive payment. I understand and agree that I will use any LRAP payments received to satisfy the tenant's or former tenant's rental obligations for the time period covered by the payment.

I agree that acceptance of payment for rent or rental arrears from this program shall constitute agreement: (i) that the arrears covered by this payment are satisfied; (ii) to waive any late fees due on any rental arrears paid pursuant to this program; and (iii), to waive any interest due up to the date of payment of the arrears.

If the tenant for whom I am applying continues to reside at the unit where arrears are owed, I also agree that acceptance of payment for rent or rental arrears from this program shall constitute agreement: (i) that the arrears covered by this payment will not be used as the basis for a non-payment eviction; (ii) to not increase the monthly rent due for the dwelling unit such that it shall not be greater than the amount that was due at the time of application to the program for any and all months for which rental assistance is received and for one year after the first rental assistance payment is received; (iii) not to evict for reasons of expired lease or holdover tenancy any household on behalf of whom rental assistance is received for 12 months after the first rental assistance payment is received, unless the dwelling unit that is the subject of the lease or rental agreement is located in a building that contains four or fewer units, in which case I may decline to extend the lease or tenancy if I intend to immediately occupy the unit for my personal use as a primary residence or the use of an immediate family member as a primary residence (iv) to notify the tenant of the above stated protections.

I agree to provide OTDA with necessary information and documentation including Social Security Number (SSN) or Tax Identification Number (TIN), and banking information to facilitate payments. I understand and agree that my SSN or TIN may be used for tax purposes or other purposes pertaining to LRAP administration. I agree to keep confidential any information or documentation acquired pursuant to this application process. I also expressly consent for OTDA to use and share information that I have provided on this application for purposes of determining eligibility, for program administration, avoiding duplication of assistance, and other uses consistent with state or federal law.

- U. Click “Yes” to confirm the information provided is true, complete, and accurate. Then enter your first and last name. Click “Submit” to complete the application process.

I agree to provide OTDA with necessary information and documentation including Social Security Number (SSN) or Tax Identification Number (TIN), and banking information to facilitate payments. I understand and agree that my SSN or TIN may be used for tax purposes or other purposes pertaining to LRAP administration. I agree to keep confidential any information or documentation acquired pursuant to this application process. I also expressly consent for OTDA to use and share information that I have provided on this application for purposes of determining eligibility, for program administration, avoiding duplication of assistance, and other uses consistent with state or federal law.

I affirm that I have made best efforts to contact and assist the tenant on whose behalf I am applying in order to help them apply for a program funded with emergency rental assistance dollars and that such efforts were not successful. I understand that by submitting this application, I consent to any investigation to verify or confirm the information I have given, the information I have given in connection with my application for LRAP, and to avoid duplication of benefits. If additional information is requested, I will provide it. I will also cooperate fully with any state, federal, local, or other authorized personnel in any LRAP quality control review. I understand and agree that if I fail to disclose payments I've received for rent I claim is owed, I may be held responsible for repaying New York State the full amount of any LRAP benefits received improperly in the name of my tenant, plus any interest charges. I understand that I may be subject to civil or criminal prosecution if I knowingly provide false information. I also attest that I have not received another payment from another source for any of the months or amounts requested on this application.

I understand and agree that by providing a phone number or cellular phone number in this application or requesting to be contacted through SMS/MMS/text messages, that OTDA may use that number to call, send text messages, or leave voice messages related to LRAP. Standard text messaging and data rates from the wireless carrier may apply. Any costs related to receiving calls or a text message are the responsibility of the individual receiving them. NYS and its agents are not responsible for and will not accept or assume any liability for damages, losses, claims, expenses, or costs including, but not limited to, voice, text, and data costs that may result from, or be related to, your application for LRAP. Check with your phone service provider for details on receiving calls or text messages (SMS/MMS). Text messages or calls may be sent or made using an automatic telephone dialing system.

I have read and understand the notice above and agree to the authorizations and consents therein. I agree, and it is my intent, to sign this application by typing my name below and by electronically submitting this application to OTDA using this electronic application. I understand that my signing and submitting this application in this fashion is the legal equivalent of having placed my handwritten signature on the application and this affirmation. I understand and agree that by electronically signing and submitting this application in this fashion I am affirming the truth of the information contained herein. I hereby certify under penalty of perjury that the information provided herein and in support of my application is true, complete, and correct.

I attest and hereby certify under penalty of perjury that all information and responses I have provided are true, complete, and correct *

YES NO

Signature *

First-Name Last-Name

Submit

- V. Your screen will then return to the “Owner Section” and a banner at the top of the page will confirm that the application number for the LRAP application submitted has been added to your Owner Account.

Owner Section

✓ The application number LIOE9 was added to your account.

OWNER SECTION

Testing Testing Owner	LLEEINFOTN Owner Number
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Contact Information

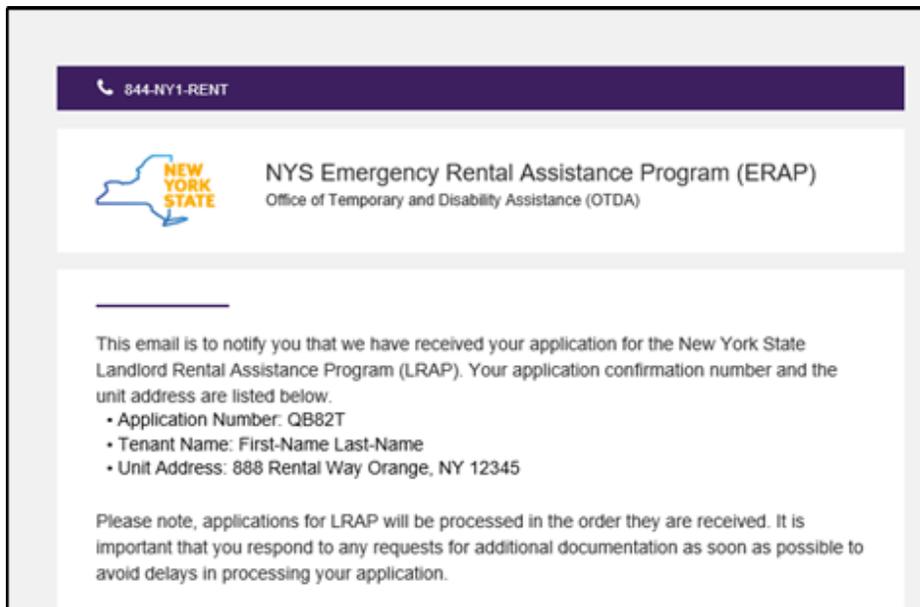
Email:	OwnerEmailAddress@emaildomain.com
Phone:	212-111-2222
Mobile Number ?:	NO

[Update the Contact Information](#)

W-9 Information

Owner or Business Name:	Properties
Address:	123 Street City, NY 12334
Tax Classification:	
W9 Status:	Submitted

W. You will also receive a confirmation email with the Application Number, Tenant Name, and Unit Address. There are no additional steps for submitting the application after this email is received. It is for your records only.



If you have multiple units, please repeat steps D through W for each unit you wish to apply for. ****Do not reply to this email. The email will go to an email account that is not monitored.***

2. Instructions on How to Apply with a New Owner/Landlord Account

For Landlord/Owners who do not have an account, the following instructions indicate how to create a Landlord/Owner Account from the beginning, create additional legal entities (if applicable), and how to apply for LRAP within the Landlord/Owner account.

- 2.1 [Register for an ERAP account](#)
- 2.2 [Add an Additional Legal Entity](#)
- 2.3 [Submit a Direct Deposit](#)
- 2.4 [Apply to LRAP](#)

2.1 Register for an ERAP Account

- A. Navigate to <https://nysrenthelp.otda.ny.gov/>
- B. In the top right corner of the website, click on “Sign Up”



C. On the following page, select “Register as a Property Owner”.

The official Emergency Rental Assistance Program for New York State

844-NY1-RENT English

Sign Up Login

Home Program Overview and Eligibility Check Application Status

Select the type of user

SELECT THE TYPE OF USER

Please select what type of user you are.

Register as a Tenant

Register as a Tenant

Register as a Property Owner

Register as a Property Owner

D. Next, fill in your First Name, Last Name, Email Address, and create a password.

Register as a Property Owner

Account Information

First Name Last Name

Email

Password

Confirm password

- E. Next, key in the information for your W-9 after the Account Information section. Owners must provide W-9 information through this step in the account creation process on the ERAP website. Landlords/owners **with Multiple Properties/Entities can register all properties/entities within the same account.** Instructions for adding additional Legal entities are below.

ADD LEGAL ENTITY

PLEASE NOTE:
W-9 information must be entered into the fields below to receive ERAP payments. Scanned W-9 documents uploaded into the system are not needed and will not be considered.

IRS W9 Information

Federal Tax Classification

-- Select --

Doing Business As

(if any)

Address Line 1

Address Line 2

City State Postal Code

Exempt Payee Code Exemption from FATCA Reporting Code

(if any) (if any)

-- Select --
-- Select --
-- Select --
Individual/sole proprietor or single-member LLC
C Corporation
S Corporation
Partnership
Trust/estate
Limited liability company
Other

- F. Review the W9 Certification and the New York State Owner Certification

- G. Click the checkbox to confirm the certification and sign the form. Then click the “Submit” button at the end.

I accept and agree to these certifications above

Enter your full name as signature of this form

Jane Landlord

Captcha Validation

This is a test to detect whether you are a human visitor or a robot. The reason for this validation step is to prevent automated spam submissions.

I'm not a robot  reCAPTCHA
Privacy - Terms

I accept the Privacy Policy

[Register ✓](#)

Already Registered? Login Now!
Do you have an invitation code? [Register as a Guest](#)

- H. The confirm your Email Address screen will appear.

CONFIRM YOUR EMAIL ADDRESS

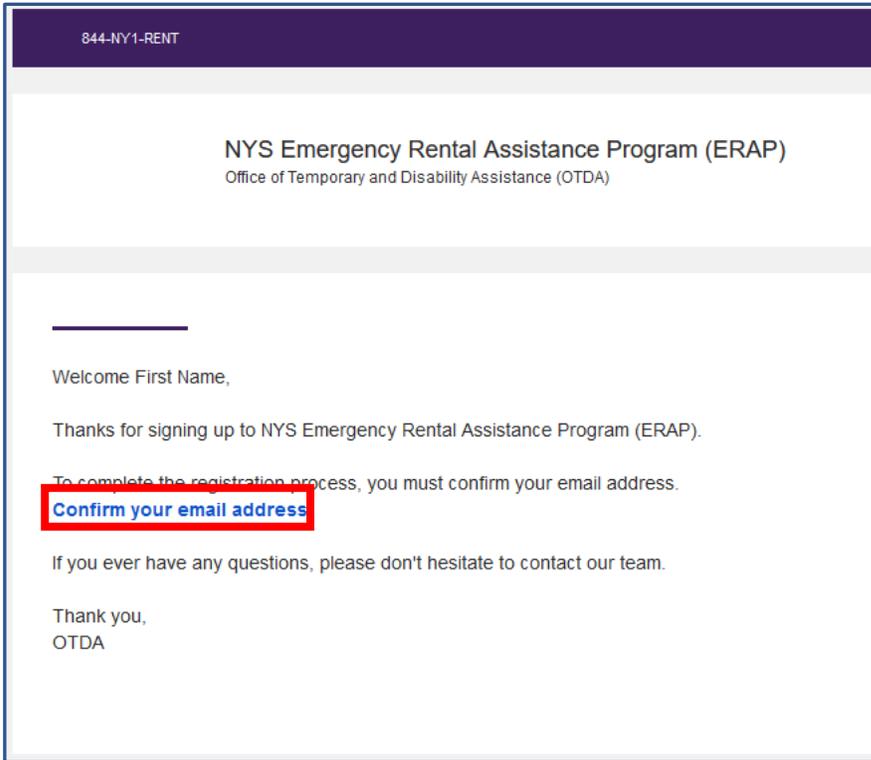
Please check your email and confirm your email address.

If you are not receiving the email, please check your **SPAM or JUNK Folder** to be sure that our emails are not being detected as spam. If you find a message wrongly classified as spam, you can unmark the message. Just select the message, and click the Not Spam button that appears at the options of your current view. Unmarking a message will automatically move it to your inbox.

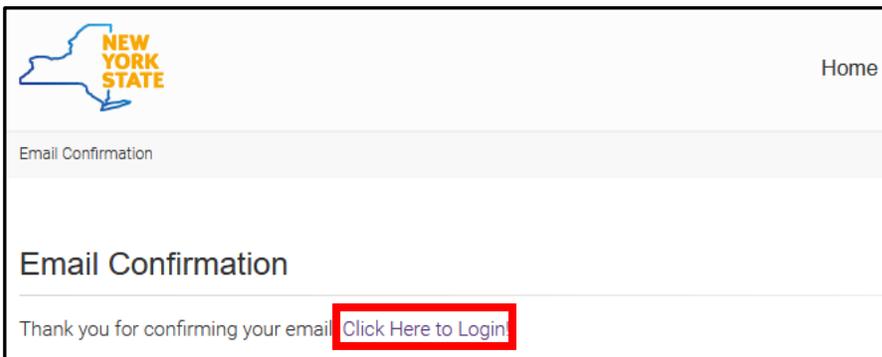
If you need us to resend the confirmation email, please click the button below.

[Resend Confirmation Email](#)

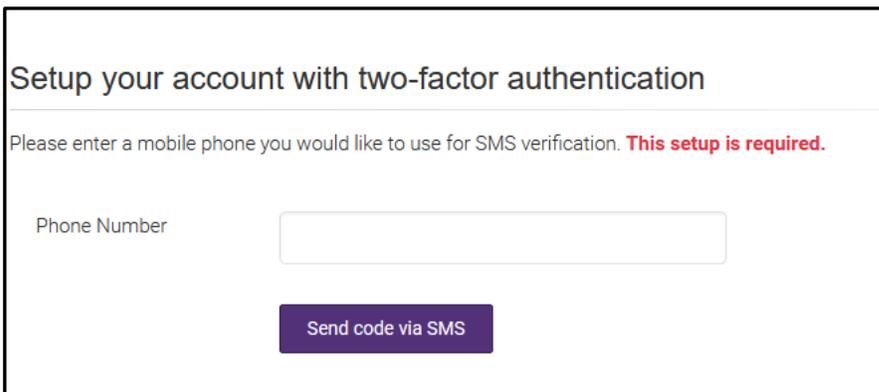
Check the email address used when filling in the Account Information, and click the link found in the email. Do not reply to this email. The email will go to an email account that is not monitored.



- I. Once confirmed, you will receive the “Email Confirmation” screen



- J. Click to log in, and you will be prompted to set up two-factor authentication to complete your registration.



K. Enter your phone number to receive an authentication text.

Enter your verification code

Please enter the verification code we sent to (XXX) XXX **This setup is required.**

Security Code

Security Code Required

[Verify Security Code](#)

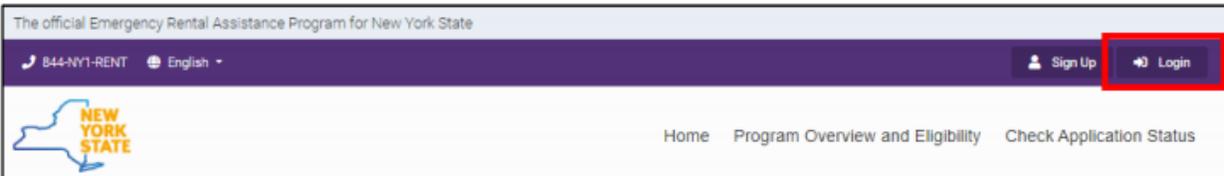
L. Enter the code sent to your phone number, and you will successfully log into the portal. Once logged in, you will see the Landlord/Owner Section appear at the top of the Home page.



2.2 Add an Additional Legal Entity

If applicable, owners may add additional legal entities in the “Landlord/Owner” Section of the ERAP Portal. This means that if you have more than one legal entity and you want to apply for LRAP under both, you do not need to create more than one account.

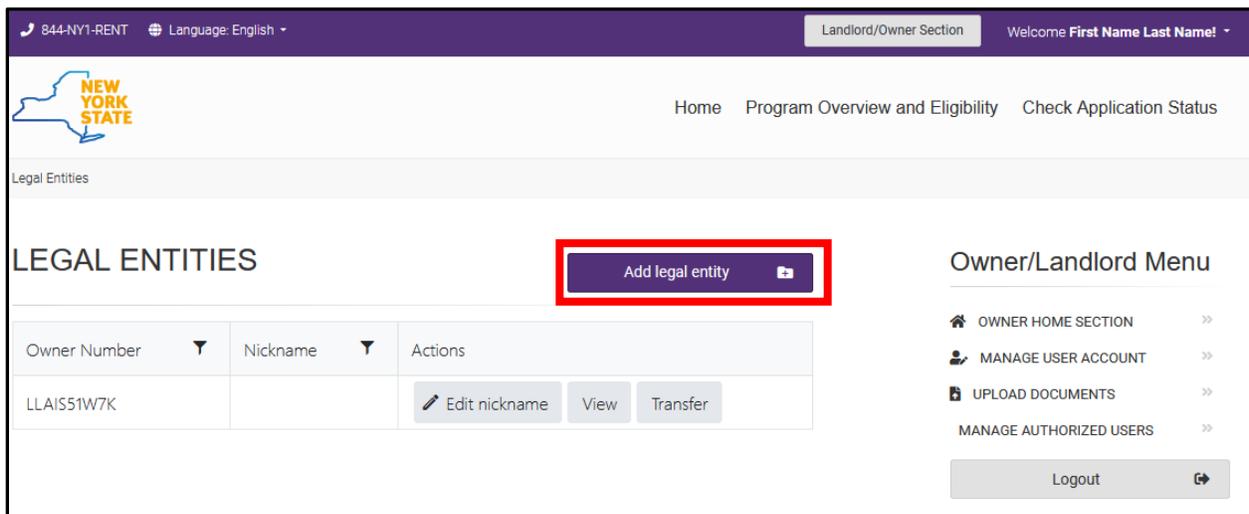
- A. To add an additional legal entity to a landlord/owner account or to add multiple, you will need to login using the email address and password you created and navigate to the “Landlord/Owner Section”.



- B. Once logged in, the “Landlord/Owner Section” will appear at the top right-hand corner of the Home page. Click on this button to enter the “Landlord/Owner Section”.



- C. Owners may add a legal entity by clicking on “Add legal entity”.



- D. The “Add Legal Entity” screen will appear, and you will be able to key in W-9 Information for the legal entity. Entering information for the W9 is required for creating a Landlord/Owner account. If a Landlord/owner creates another legal entity, EACH legal entity must have W9 information keyed in to create the separate legal entity.

ADD LEGAL ENTITY

PLEASE NOTE:
W-9 information must be entered into the fields below to receive ERAP payments. Scanned W-9 documents uploaded into the system are not needed and will not be considered.

IRS W9 Information

Federal Tax Classification

-- Select --

Doing Business As

(if any)

Address Line 1

Address Line 2

City State Postal Code

Exempt Payee Code Exemption from FATCA Reporting Code

(if any) (if any)

- Select --
- Individual/sole proprietor or single-member LLC
- C Corporation
- S Corporation
- Partnership
- Trust/estate
- Limited liability company
- Other

- E. Under the “IRS W9 Information” page, select the appropriate Federal Tax Classification from the drop-down menu and fill in all W9 Information for the legal entity you are adding.

IRS W9 INFORMATION

IRS W9 Information

Federal Tax Classification

-- Select --

Doing Business As

(if any)

Address Line 1

Address Line 2

City State Postal Code

Exempt Payee Code Exemption from FATCA Reporting Code

(if any) (if any)

-- Select --
Individual/sole proprietor or single-member LLC
C Corporation
S Corporation
Partnership
Trust/estate
Limited liability company
Other

- F. Review the W9 Certification and the New York State Owner Certification. Click the checkbox to confirm the certification and enter your name. Click “submit”.

I accept and agree to these certifications above

Enter your full name as signature of this form

Submit ✓

- G. The “Landlord/Owner Section” will appear with the full list of Legal Entities you have added. You may select “Edit Nickname” and name the new Legal Entity.

Legal Entities

LEGAL ENTITIES

Add legal entity

Owner Number	Nickname	Actions
LLAIS51W7K	Rental Business	Edit nickname View Transfer
LLHAPLM650	Second Rental Business	Edit nickname View Transfer
LLFSQ6J3K8		Edit nickname View Transfer

- H. Enter name of the additional Legal Entity and click “Update.”

Legal Entities

LEGAL ENTITIES

Add legal entity

Owner Number	Nickname	Actions
LLAIS51W7K	Rental Business	Edit nickname View Transfer
LLHAPLM650	Second Rental Business	Edit nickname View Transfer
LLFSQ6J3K8	<input type="text" value="Third Rental Business"/>	Update Cancel

2.3 Submit a Direct Deposit

- A. After completing the W-9, the “Submit the Direct Deposit Information” button will appear. Enter direct deposit information here directly. Do not upload direct deposit information using the document upload feature.

OWNER SECTION

Owner Section Owner	LLHA8EIGQK Owner Number
-------------------------------	-----------------------------------

W-9 Information

Owner or Business Name:	Owner Section
Address:	123 Test Address New York, NY 10001
Tax Classification:	
W9 Status:	Submitted

[Update the W-9 Information](#)

Direct Deposit Information

You have not completed the direct deposit form.

[Submit the Direct Deposit Information](#)

B. On the “Direct Deposit Form” screen, under “Account Holder/Landlord Information”, select from the drop-down menu the correct W-9 designation. Fill in the requested Contact Information.

DIRECT DEPOSIT FORM

If you are an individual or sole proprietor, a Social Security Number is required. If you are not an individual or sole proprietor, please input an EIN.

Account Holder/Landlord Information

Type of Payee

-- Select --

-- Select --

-- Select --

Individual/sole proprietor or single-member LLC

C Corporation

S Corporation

Partnership

Trust/estate

Limited liability company

Other

Contact Information

This information is used to validate the bank account information.

Phone Number Email Address

Address Line 1

Address Line 2

City State Postal Code

-- State --

C. Fill in the requested information on the “Direct Deposit Information” screen.

Direct Deposit Information

The First and Last name of the Authorized Signer must be provided. Do not provide the name of a business entity.

Authorized Signer First Name

Authorized Signer Last Name

Account Type

Checking Account

Savings Account

If Direct Deposit cannot be confirmed, a check will be issued to the address submitted under the W9.

Bank Name

Routing Number

Confirm Routing Number

Account Number

Confirm Account Number

D. Review the New York State Owner Certification. Click the checkbox to confirm the certification and enter your name in the form. Click "Submit".

I accept and agree to these certifications above

Enter your full name as signature of this form

2.4. Apply for LRAP

- A. Navigate to <https://nysrenthelp.otda.ny.gov/en/>.
- B. In the top right corner of the website, click on “Login”.



- C. Once logged in, click on the “Landlord/Owner Section” button at the top right-hand corner.



- D. The “Legal Entities” section will appear and display your Owner Numbers. Under actions, click “View Applications,” next to the Owner Number of the Legal Entity you want to use to apply for LRAP.

Legal Entities

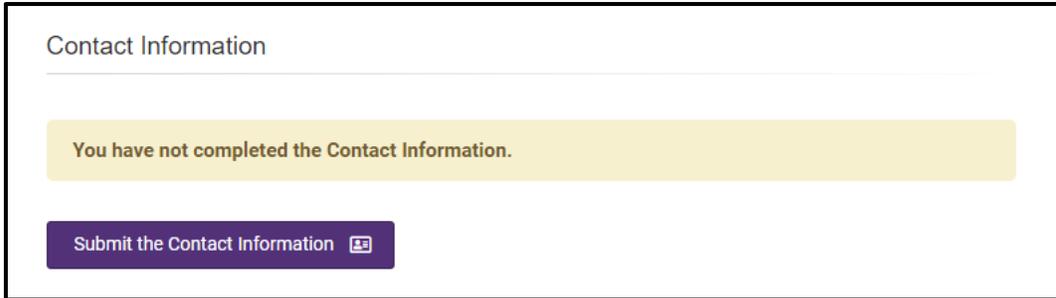
LEGAL ENTITIES

[Add legal entity](#)

To manage the Emergency Rental Assistance Program (ERAP) applications or apply for the Landlord Emergency Rental Assistance Program (LRAP) - navigate to the legal entity you want to manage by clicking on “View Applications” next to the appropriate legal entity. If you would like to add a legal entity, please select “Add legal entity” above.

Owner Number	Nickname	Actions
LLZBTP3HHF	Rental Building 1	Edit nickname View Applications Transfer
LL1RVK5X8Z	Rental Building 2	Edit nickname View Applications Transfer
LLEEINFOTN	Rental Building 3	Edit nickname View Applications Transfer
LL5HTPJQOO	Bronx Highrise	Edit nickname View Applications Transfer
LLIMG5WT15	Andrew's Rentals	Edit nickname View Applications Transfer

- E. The “Owner Section” will appear, and if you have not already entered your contact information, a yellow banner will appear. Click on the “Submit the Contact Information” button to enter your information.

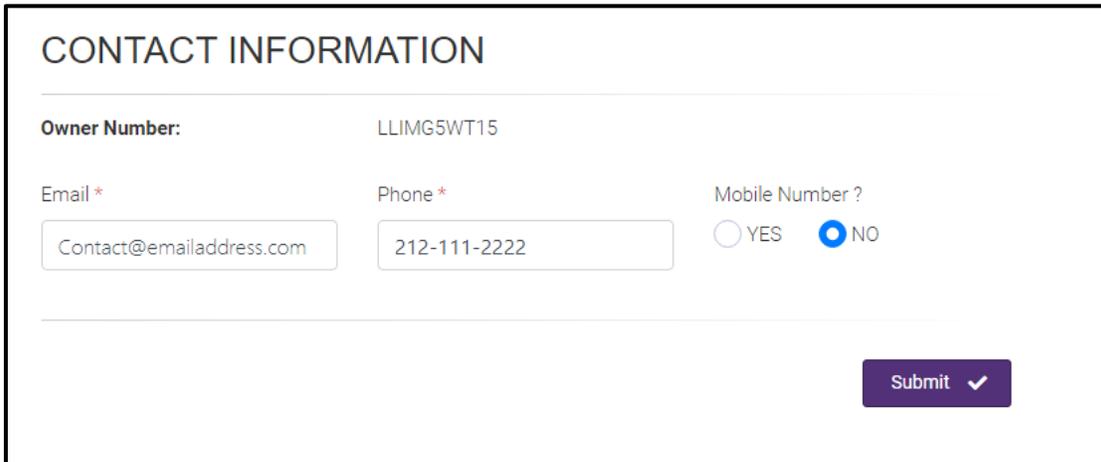


Contact Information

You have not completed the Contact Information.

Submit the Contact Information 

- F. Enter the required Contact Information in the Email and Phone fields and indicate if it is a mobile number. Then, click “Submit.” The Contact Information entered here will be used for all correspondences related to LRAP Applications for this Legal Entity.



CONTACT INFORMATION

Owner Number: LLIMG5WT15

Email * Phone * Mobile Number ? YES NO

Submit 

- G. The "Owner Section" will appear. Scroll down to "Your Applications" section. Then click on the purple button that says, "Create LRAP Application."

OWNER SECTION

Testing Testing Owner	LLEEINFOTN Owner Number
---------------------------------	-----------------------------------

Contact Information

Email:	OwnerEmailAddress@emaildomain.com
Phone:	212-111-2222
Mobile Number ?:	NO

[Update the Contact Information](#)

W-9 Information

Owner or Business Name:	Properties
Address:	123 Street City, NY 12334
Tax Classification:	
W9 Status:	Submitted

[Update the W-9 Information](#)

Direct Deposit Information

Account Type:	Checking Account
Direct Deposit Status:	Submitted

[Update Direct Deposit Information](#)

Your Applications

[Add ERAP Application](#) [Create LRAP Application](#)

H. To begin the LRAP application, first answer the required eligibility questions that appear:

“Do you have a tenant who has vacated an apartment with unpaid rent arrears for which you are either the landlord or owner or property manager?”.

The screenshot shows a web interface for the LRAP application. At the top, there is a navigation bar with seven tabs: "Eligibility" (highlighted in purple), "Owner Information", "Tenant Information", "Unit Information", "Rent Arrears", "Required Documents", and "Applicant Certification". Below the tabs, the heading "ELIGIBILITY" is displayed. A red rectangular box highlights a question: "Do you have a tenant who has vacated an apartment with unpaid rent arrears for which you are either the landlord or owner or property manager?". Below the question are two radio buttons: "YES" and "NO". At the bottom left of the form is a blue "Save" button.

I. If you select “Yes,” you will be prompted to answer:

“When did the tenant vacate the rental property?”

The screenshot shows the same web interface as above, but with the "YES" radio button selected. The question "Are you a Landlord, Owner or Property Manager whose tenant has vacated the rental property and owes rental arrears?" is now visible. Below this question, the "YES" radio button is selected, and the "NO" radio button is unselected. A new question is displayed: "When did the tenant vacate the rental property? *". Below this question is a date input field with a calendar icon to its right. At the bottom left of the form is a blue "Save" button.

- After entering the date the tenant vacated, the following questions will appear:
 - “What was the value of the monthly rental cost for the tenant?”
 - “What county is the unit located in?”
 - “How many bedrooms does the unit contain?”

ELIGIBILITY

Are you a Landlord, Owner or Property Manager whose tenant has vacated the rental property and owes rental arrears?

YES NO

When did the tenant vacate the rental property? *

8/31/2021 

What was the value of the monthly rental cost for the tenant? *

2,500.00 

What county is the unit located in? *

Orange County 

How many bedrooms does the unit contain? *

2 

Save

- J. If you select “NO,” you will be asked to answer the next question: “Do you have a tenant who is currently residing in an apartment that you are either the landlord or owner or property manager for and is not agreeing to apply for the Emergency Rental Assistance Program (ERAP)?”

**Note: If you select “No” to both questions, the following statement will appear, “Based on your response to the questionnaire, you are not eligible for the Landlord Emergency Rental Assistance Program (LRAP)”*

ELIGIBILITY

Are you a Landlord, Owner or Property Manager whose tenant has vacated the rental property and owes rental arrears?

YES NO

Do you have a tenant who is currently residing in an apartment that you are either the landlord or owner or property manager for and is not agreeing to apply for the Emergency Rental Assistance Program (ERAP) ?

YES NO

Save

- K. By selecting “YES” the next question will appear “Please confirm that you have outreached to your tenant to encourage participation at least 3 times including 2 in writing.”

**Note: If you select “NO” to this question, the following statement will appear, “Based on your response to the questionnaire, you are not eligible for the Landlord Emergency Rental Assistance Program (LRAP)”*

ELIGIBILITY

Are you a Landlord, Owner or Property Manager whose tenant has vacated the rental property and owes rental arrears?

YES NO

Do you have a tenant who is currently residing in an apartment that you are either the landlord or owner or property manager for and is not agreeing to apply for the Emergency Rental Assistance Program (ERAP) ?

YES NO

Please confirm that you have outreached to your tenant to encourage participation at least 3 times including 2 in writing.

YES NO

- L. If you select “YES” to attempting to outreach to the tenant: The outreach information option will appear. Please use these fields to fill in the 3 dates that the outreach occurred to the tenant. (*Please note two of the outreaches attempts need to have been in writing.)

After entering in the outreach dates, fill in the fields below:

- What was the value of the monthly rental cost for the tenant?
- What county is the unit located in?
- How many bedrooms does the unit contain?

**Please note, if the unit does not meet the Fair Market Value eligibility requirement, the following statement will appear, “Based on your response to the questionnaire, you are not eligible for the Landlord Emergency Rental Assistance Program (LRAP)”*

ELIGIBILITY

Are you a Landlord, Owner or Property Manager whose tenant has vacated the rental property and owes rental arrears?

YES NO

Do you have a tenant who is currently residing in an apartment that you are either the landlord or owner or property manager for and is not agreeing to apply for the Emergency Rental Assistance Program (ERAP) ?

YES NO

Please confirm that you have outreached to your tenant to encourage participation at least 3 times including 2 in writing.

YES NO

Outreach 1 *

Outreach 2 *

Outreach 3 *

What was the value of the monthly rental cost for the tenant? *

What county is the unit located in? *

How many bedrooms does the unit contain? *

- M. Once the Eligibility Questions have been answered, the Application Number will appear in a green banner at the top of the “Owner Information” page. Save this application number in the event that you have to resume the application later.

LRAP Application - Owner Information

✓ Save this application number! LIOE9

- N. On the “Owner Page,” the contact information associated with the legal entity you selected for the application will automatically populate the fields for Name, Address, Email, and Phone Number. Answer the appropriate response to the prompt: “Indicate which of these options best describes your relationship to this unit / tenant,” then click “Save” to proceed to the “Tenant Information” section.

OWNER INFORMATION

Name:	Properties
Address:	123 Street City, NY 12334
Email:	OwnerEmailAddress@emaildomain.com
Phone Number:	212-111-2222

Indicate which of these best describes your relationship to this unit / tenant: *

Owner Landlord Property Manager

Save

- O. Enter the required “Tenant Information”, including Name and Phone Number. (indicate if this is a mobile number) If you have it, please provide the tenant’s optional Email Address. Once complete, click “Save” and proceed to the “Unit Information” screen.

TENANT INFORMATION

Tenant First Name *	Tenant Last Name *
<input type="text" value="First-Name"/>	<input type="text" value="Last-Name"/>
Phone Number *	Mobile Number ?
<input type="text" value="2125550000"/>	<input type="radio"/> YES <input checked="" type="radio"/> NO
Email	
<input type="text" value="Tenant@Tenantemailaddress.com"/>	

Save

- P. Enter the required information for the unit. Answer each question and enter information in the format requested. Click “Save” to proceed to the “Rent Arrears” section.

UNIT INFORMATION

Address Line 1 *	Address Line 2 / Unit / Apartment Number			
<input type="text" value="888 Rental Way"/>	<input type="text"/>			
City *	State *	Zip Code *		
<input type="text" value="Orange"/>	<input type="text" value="NY"/>	<input type="text" value="12345"/>		
Type of House/Apartment *				
<input type="text" value="Apartment"/>				
What were the terms of the lease? *				
<input checked="" type="radio"/> Annual Agreement	<input type="radio"/> Month to Month	<input type="radio"/> Other Agreement	<input type="radio"/> Renting Lot	<input type="radio"/> I don't have a lease
Lease Start Date *	Lease End Date *			
<input type="text" value="12/1/2019"/>	<input type="text" value="11/30/2021"/>			
Do you own a building with 20 or fewer units? *				
<input checked="" type="radio"/> YES	<input type="radio"/> NO			
Is the rent of the unit's tenant for whom you seek rental assistance limited to a certain percentage of income (such as section 8 tenants or tenants of public housing)? *				
<input type="radio"/> YES	<input checked="" type="radio"/> NO			

- Q. In the “Rent Arrears” section you will first find reminders on how to list past due rent on the application and what can or cannot be included in the amounts declared. Remember, there is a maximum of 12 months of arrears that may be able to be paid through this program, starting March 2020. The total of the past due amount will be calculated for you and shown at the bottom of the page.

RENT ARREARS

Please list the amount of past due rent that is owed by month since March 2020 (documentation is required). Of note, up to a maximum of 12 months of rent may be paid for through this program. If you have more than 12 months of past due rent, enter the months with the highest amount past due. Amounts must not include late fees, parking fees, or other fees that are not included as part of the rent. In addition, the monthly rental cost may not exceed 150% Fair Market Rent for the county where the rental unit is located. Please do not enter cumulative past due rent in the Monthly Amount Past Due column.

- R. In the space provided, input the amount of past rent due by month. Once you have input the required information in the spaces provided for “Regular Monthly Rent” and the “Monthly Amount Past Due”, the “Allowable Benefit” and Total Monthly Amount Past Due fields will automatically populate. Click “Save” to proceed to the “Required Documents” section.

July 2021	Regular Monthly Rent \$ 2500	Monthly Amount Past Due \$ 2500	Allowable Benefit \$ 2500
August 2021	Regular Monthly Rent \$ 02500	Monthly Amount Past Due \$ 2500	Allowable Benefit \$ 2500
September 2021	Regular Monthly Rent \$ 2500	Monthly Amount Past Due \$ 2500	Allowable Benefit \$ 2500
October 2021	Regular Monthly Rent \$ 2500	Monthly Amount Past Due \$ 2500	Allowable Benefit \$ 2500
		Total Monthly Amount Past Due \$ 12500	

Save

- S. In the “Required Documents” section, upload the three (3) required documents: Proof of Ownership, Documentation of Contract Rental Cost, and Documentation of Arrears Owed. Click “Select File” to search your device for the document you would like to upload. Please note that only PDF, JPG, JPEG, and PNG files, with a maximum of 4 MB per file, are accepted. Once you have selected these three files, click “Save”.

REQUIRED DOCUMENTS

Proof of ownership (e.g. tax document, mortgage, deed) *

Select File

 Warranty Deed.png
121.79 KB ×

Documentation of Contract Rental Cost (e.g. lease agreement, other documentation) *

Select File

 Documentation Screenshot.png
10.18 KB ×

Documentation of Arrears Owed (e.g. certified statement, ledger, demand letter) *

Select File

 Tenant Ledger.png
6.45 KB ×

- Please do NOT upload your scanned W-9 documents. W-9 information must be entered directly within the ERAP IRS W-9 Information Page in the landlord portal
- You can only upload the following file formats **PDF, JPG, JPEG and PNG**.
- Maximum allowed file size is **4MB**

Save

- T. Read the “Application Certification” page carefully. It details important requirements for participation in the program.

APPLICANT CERTIFICATION

I, as a Landlord, property owner, or property manager, attest that if I receive a Landlord Rental Assistance Program (LRAP) payment, I will use it only for its intended purpose. By submitting this application, I agree to apply any LRAP payment(s) received to the outstanding amount of rental arrears owed by the tenant or former tenant on whose behalf I receive payment. I understand and agree that I will use any LRAP payments received to satisfy the tenant's or former tenant's rental obligations for the time period covered by the payment.

I agree that acceptance of payment for rent or rental arrears from this program shall constitute agreement: (i) that the arrears covered by this payment are satisfied; (ii) to waive any late fees due on any rental arrears paid pursuant to this program; and (iii), to waive any interest due up to the date of payment of the arrears.

If the tenant for whom I am applying continues to reside at the unit where arrears are owed, I also agree that acceptance of payment for rent or rental arrears from this program shall constitute agreement: (i) that the arrears covered by this payment will not be used as the basis for a non-payment eviction; (ii) to not increase the monthly rent due for the dwelling unit such that it shall not be greater than the amount that was due at the time of application to the program for any and all months for which rental assistance is received and for one year after the first rental assistance payment is received; (iii) not to evict for reasons of expired lease or holdover tenancy any household on behalf of whom rental assistance is received for 12 months after the first rental assistance payment is received, unless the dwelling unit that is the subject of the lease or rental agreement is located in a building that contains four or fewer units, in which case I may decline to extend the lease or tenancy if I intend to immediately occupy the unit for my personal use as a primary residence or the use of an immediate family member as a primary residence (iv) to notify the tenant of the above stated protections.

I agree to provide OTDA with necessary information and documentation including Social Security Number (SSN) or Tax Identification Number (TIN), and banking information to facilitate payments. I understand and agree that my SSN or TIN may be used for tax purposes or other purposes pertaining to LRAP administration. I agree to keep confidential any information or documentation acquired pursuant to this application process. I also expressly consent for OTDA to use and share information that I have provided on this application for purposes of determining eligibility, for program administration, avoiding duplication of assistance, and other uses consistent with state or federal law.

- U. Click “Yes” to confirm the information provided is true, complete, and accurate. Then enter your first and last name. Click “Submit” to complete the application process.

I agree to provide OTDA with necessary information and documentation including Social Security Number (SSN) or Tax Identification Number (TIN), and banking information to facilitate payments. I understand and agree that my SSN or TIN may be used for tax purposes or other purposes pertaining to LRAP administration. I agree to keep confidential any information or documentation acquired pursuant to this application process. I also expressly consent for OTDA to use and share information that I have provided on this application for purposes of determining eligibility, for program administration, avoiding duplication of assistance, and other uses consistent with state or federal law.

I affirm that I have made best efforts to contact and assist the tenant on whose behalf I am applying in order to help them apply for a program funded with emergency rental assistance dollars and that such efforts were not successful. I understand that by submitting this application, I consent to any investigation to verify or confirm the information I have given, the information I have given in connection with my application for LRAP, and to avoid duplication of benefits. If additional information is requested, I will provide it. I will also cooperate fully with any state, federal, local, or other authorized personnel in any LRAP quality control review. I understand and agree that if I fail to disclose payments I've received for rent I claim is owed, I may be held responsible for repaying New York State the full amount of any LRAP benefits received improperly in the name of my tenant, plus any interest charges. I understand that I may be subject to civil or criminal prosecution if I knowingly provide false information. I also attest that I have not received another payment from another source for any of the months or amounts requested on this application.

I understand and agree that by providing a phone number or cellular phone number in this application or requesting to be contacted through SMS/MMS/text messages, that OTDA may use that number to call, send text messages, or leave voice messages related to LRAP. Standard text messaging and data rates from the wireless carrier may apply. Any costs related to receiving calls or a text message are the responsibility of the individual receiving them. NYS and its agents are not responsible for and will not accept or assume any liability for damages, losses, claims, expenses, or costs including, but not limited to, voice, text, and data costs that may result from, or be related to, your application for LRAP. Check with your phone service provider for details on receiving calls or text messages (SMS/MMS). Text messages or calls may be sent or made using an automatic telephone dialing system.

I have read and understand the notice above and agree to the authorizations and consents therein. I agree, and it is my intent, to sign this application by typing my name below and by electronically submitting this application to OTDA using this electronic application. I understand that my signing and submitting this application in this fashion is the legal equivalent of having placed my handwritten signature on the application and this affirmation. I understand and agree that by electronically signing and submitting this application in this fashion I am affirming the truth of the information contained herein. I hereby certify under penalty of perjury that the information provided herein and in support of my application is true, complete, and correct.

I attest and hereby certify under penalty of perjury that all information and responses I have provided are true, complete, and correct *

YES NO

Signature *

First-Name Last-Name

Submit

- V. Your screen will then return to the “Owner Section” and a banner at the top of the page will confirm that the application number for the LRAP application submitted has been added to your Owner Account.

Owner Section

✓ The application number LIOE9 was added to your account.

OWNER SECTION

Testing Testing Owner	LLEEINFOTN Owner Number
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Contact Information

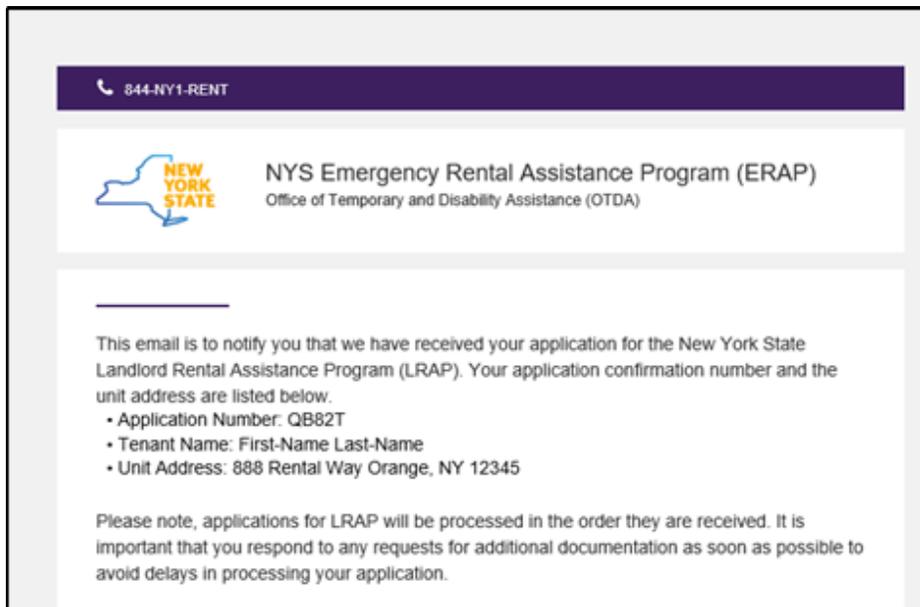
Email:	OwnerEmailAddress@emaildomain.com
Phone:	212-111-2222
Mobile Number ?:	NO

[Update the Contact Information](#)

W-9 Information

Owner or Business Name:	Properties
Address:	123 Street City, NY 12334
Tax Classification:	
W9 Status:	Submitted

- W. You will also receive a confirmation email with the Application Number, Tenant Name, and Unit Address. There are no additional steps for submitting the application after this email is received. It is for your records only.



- X. If you have multiple units, please repeat steps D through W for each unit you wish to apply for. ****Do not reply to this email. The email will go to an email account that is not monitored.***