

RENTAL RELIEF FUND APPLICATION OVERVIEW FOR LANDLORDS

STEP 1

Tenant completes RRF application online. To expedite the process, landlords and property managers should have the following materials available:

- W9 for landlord/property owner
- Proof of ownership (water bill, utility bill, etc.)
- Signed owner contract

The template for the owner contract is available on the [RRF webpage](#). For instructions on uploading documents with your phone, click [here](#).

Please ensure your that tenants have your accurate and up to date contact information.



STEP 2

Application is initially reviewed for eligibility. Disqualifications include:

- Applicant is not a resident of the City of Boston
- Applicant is a full-time student
- Applicant receives a project-based or mobile voucher
- Applicant is over 80% AMI

Residents are able to appeal the decision to RRF@boston.gov.



STEP 3

Applications will be reviewed for completeness. Applicants will be notified about missing attachments.



STEP 4

Completed applications sent to partner agencies. **Partner agencies will request additional documentation from landlord/property. Then, the partner agency will issue funds.**



STEP 5

Rental assistance payment will be issued directly to the landlord/property owner. Tenants will receive confirmation of assistance and a copy of the signed owner contract.