

RENTAL RELIEF FUND APPLICATION STEPS (TENANTS)

STEP 1

Applicant completes RRF application online, including:

- A signed copy of lease or tenant agreement
- Photo documentation for head of household
- Contact information for landlord/property manager
- Documentation of unemployment benefits (if applicable)

A template for tenant agreements is available on the [RRF webpage](#).

For instructions on uploading documents with your phone, click [here](#).

In the application, residents can request to receive future updates via text message.

STEP 2

Application is screened for eligibility. Disqualifications include:

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

Residents can appeal via the email: RRF@boston.gov.

STEP 3

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

STEP 4

Completed applications will be sent to partner agencies. Partner agencies will request additional documentation from landlord/property owner. 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.