

Instructions for Landlords

Landlords/owners have 2 options to associate a tenant's application with their landlord/owner account:

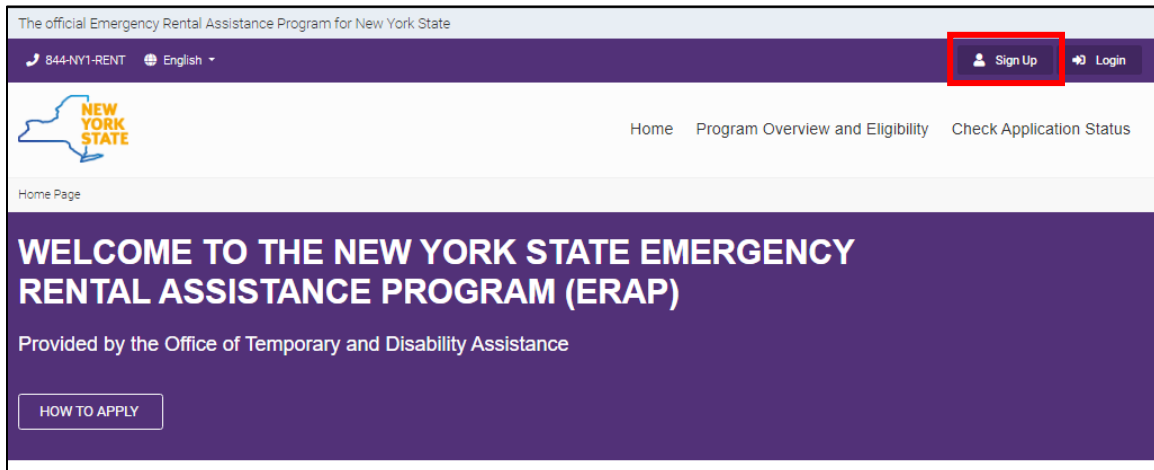
- 1) Associate an application submitted by a tenant with a landlord/owner account by entering the application number and tenant's date of birth
- 2) While logged in to landlord/owner account, submit a new application. This method will automatically associate the application with the landlord/owner account

A Landlord may submit an application on behalf of their Tenant; however, they should consult closely with the Tenant to make sure information is captured properly and with the Tenant's consent.

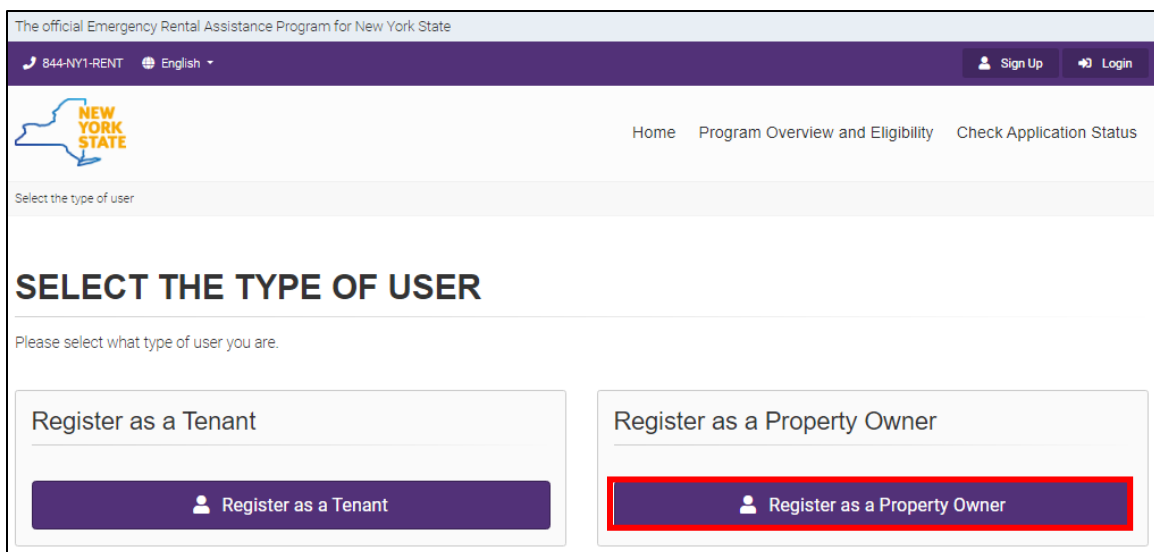
The tenant must agree to the application consent language and sign the application.

Instructions to associate a tenant application with a landlord account

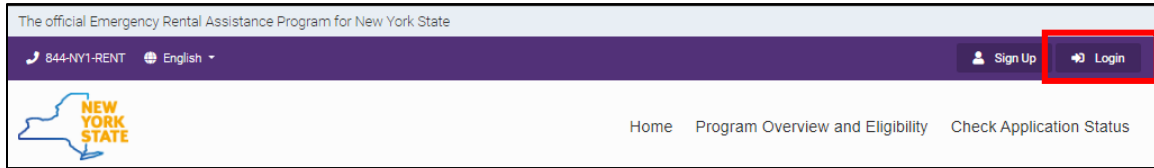
- A. Navigate to <https://nysrenthelp.otda.ny.gov/>
- B. If you have already registered as a Landlord/Property Owner, skip to item G below
- C. If you have not already registered, in the top-right corner of the website, click on "Sign Up"



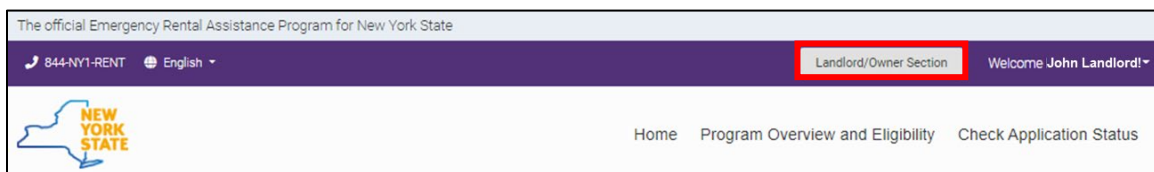
- D. On the following page, select "Register as a Property Owner"



- E. Next, fill in your First Name, Last Name, Email Address, and create a password
- F. You will be prompted to set up two-factor authentication to complete your registration
- G. Once you have registered, on the Home page click on “Login” and enter your email address and password



- H. Once logged in, you will see the “Landlord/Owner Section” appear at the top of the Home page. Click on this button.



- I. On the “Owner Section” page, you will see a purple button in the bottom-right part of the page that says “Add ERAP Application” – click on this button.

The official Emergency Rental Assistance Program for New York State

844-NY1-RENT English Landlord/Owner Section Welcome John Landlord!

NEW YORK STATE

Home Program Overview and Eligibility Check Application Status

Owner Section

OWNER SECTION

John Landlord **LL-XXXXXXXX**
 Owner Owner Number

W-9 Information

To submit a W-9 you need at least one application or unit associated with your owner profile.

Direct Deposit Information

To submit the Direct Deposit form you need at least one application or unit under your owner profile.

Applications Uploaded Documents

Submitted Applications **Add ERAP Application**

Emergency Rental Assistance applications submitted for your units.

Unit Address	Application Number	Total Arrears	Amount Paid	Payment St...	Actions

- J. On the next page, you will enter the Application Number and Date of Birth that you received from your Tenant for the application in question. Click "Search Application" to find this application and then associate it with your Landlord account.

The official Emergency Rental Assistance Program for New York State

844-NY1-RENT English Landlord/Owner Section Welcome John Landlord!

Home Program Overview and Eligibility Check Application Status

Add ERAP application to my account

ADD ERAP APPLICATION TO MY ACCOUNT

To add a new application for one of your tenants or your units, you have two options:

- Search an existing application, or
- Are you submitting this application on behalf of someone else?

Search Application

If the tenant have not submitted an application, you can submit one on your tenant's behalf.

Please enter the information below to search for the application.

Application Number

Date of Birth

[Search Application](#)

Owner/Landlord Menu

- OWNER HOME SECTION
- MANAGE USER ACCOUNT
- UPLOAD DOCUMENTS
- MANAGE AUTHORIZED USERS

[Logout](#)

K. After searching for the application, you will click the “Add ERAP Application to my Owner Profile button” and the application will be linked to your landlord/owner account

Search Application

If the tenant have not submitted an application, you can submit one on your tenant's behalf.

Please enter the information below to search for the application.

Application Number

Date of Birth

[Search Application](#)

Search Results

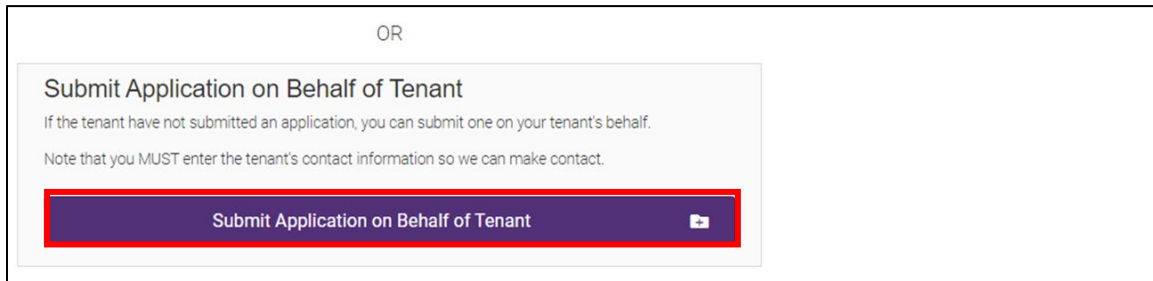
Tenant: J Doe
Unit Address: 123 Northeast Street New York, NY 10002

[Add ERAP Application to my Owner Profile](#)

Instructions to submit a new application from a landlord/owner account

- L. Follow steps A – F above
- M. After logging in to a landlord/owner account, navigate to the Landlord/Owner Section.
- N. If you are submitting an application on behalf of a Tenant, you may click on the “Submit Application on Behalf of Tenant” button to begin an application. Note that you should consult closely with the Tenant to make sure information is captured properly and with the Tenant’s consent.

The tenant must agree to the application consent language and sign the application.



- O. Alternately, after logging in to a landlord/owner account, a landlord/owner may click the “Apply Here Now!” button on the home page to create a new application on behalf of a tenant.

The tenant must agree to the application consent language and sign the application.

