

Doña Ana County
The Emergency Rental Assistance Program Application
Landlord Verification

To begin the application process for the Emergency Rental Assistance Program related to the COVID-19 pandemic the following verification package must be completed and submitted along with the applicable supporting documents.

Documentation required to upload:

- Invoice with past due amount(s)
- Property Deed or Doña Ana County Tax Bill
- Vendor Form
- W-9 Form

A staff member will contact you by phone or email if we need additional information or documentation. Incomplete applications and failure to provide required information and/or documents will result in denial.

Landlord Information

Name _____

Home Address _____

City, State, Zip Code _____

Primary Phone Number _____

Email Address _____

Tax Identification number or DUNS number if applicable _____

Do you agree to waive the right to collect rent from the lessee for the months which Emergency Rental Assistance Program Assistance is being applied? Yes No

Tenant/Homeowner Information

Name on Lease _____

Total Amount Due _____

Acknowledgments

Have you provided ownership documentation for rental unit/dwelling listed above? Yes No

Do you have a written lease agreement? Yes No

Do you attest that each applicant requesting Rent Relief Assistance occupied the applicable residence on or after March 13, 2020? Yes No

I authorize Doña Ana County to verify all information provided in this application.

Required

Landlord's Certification

Applicant Certification

The application, including attachments, is subject to disclosure under New Mexico's public records law, subject to limited applicable exemptions. Social Security numbers are collected, maintained and reported by Doña Ana County in compliance with IRS 1099 reporting requirements and are not considered public records pursuant to N.M. Stat. Ann. §14-3-7.1. Applicant acknowledges, understands, and agrees that, except as noted below, all information in its application and attachments will be disclosed without notice to applicant if a public records request is made for such information. Doña Ana County will not be liable to applicant for such disclosure.

I certify that the information provided in this application is true and accurate to the best of my ability, and no false or misleading statements have been made in order to secure approval of this application. Doña Ana County is authorized to verify the accuracy of the information contained herein. Doña Ana County shall be entitled to access and audit such records as may be necessary to prevent fraud and ensure compliance with federal requirements. Under penalty of perjury, I declare that I have read the foregoing application and that the facts stated in the application are true and correct. I understand that knowingly making a false written declaration is a felony.

Landlords Name: _____

Landlords Signature: _____

Date: _____

Best way to be notified of decision: _____