

Landlord Assistance Program Overview

Have your tenants had difficulty making rent payments **as a result of COVID-19?**

The Ramsey County Landlord Assistance program will reimburse landlords for lost rent revenue (rent and assessed late fees) due to COVID-19 between **March 1, 2020 and December 30, 2020.**

Landlords may apply for up to \$20,000 in lost rent and late fees per unit.

Ramsey County reserves the right to limit the number of units funded based on availability.

APPLICATION DEADLINES

- Round 1 (for small landlords): November 13, 2020
 - For the purposes of this program, small landlords are defined as those landlords owning no more than 50 units. The units may be spread across multiple properties.
- Round 2 (for all other landlords, including small landlords who did not apply during the first round): December 10, 2020

ELIGIBILITY

A residential landlord is ELIGIBLE to apply for a one-time assistance grant if:

- The property is located in Ramsey County Minnesota.
- The landlord owns the property as of the date of application.
- The property is residential (mixed use properties will be eligible for residential leases only).
- The landlord is NOT a government entity or public housing authority.
- The landlord has not received any COVID-19 relief funds in the form of a grant or forgivable loan exceeding \$20,000 per unit on the application.
- The landlord has not received any other funding for the same expenses from other sources
- The landlord has written confirmation that tenants have had difficulty making rent payments as a result of COVID-19.

ELIGIBLE LANDLORDS

- Individuals/sole proprietors or self-employed Individuals
- Corporations or limited liability companies
- Partnerships
- Non-Profits

ELIGIBLE RESIDENTIAL DWELLINGS

- Single Family Home (including rooms rented within a home)
- Accessory Residential Unit (Carriage/Coach House/Guest House)
- Multi-Family Home
- Mobile Home
- Condominium
- Apartment
- Townhome
- Co-op

Landlord Assistance Application Process

STEP 1. Get an application. The application is available in 3 formats:

1. **Electronic** –fill out the application online (fastest processing time)
Email landlord.assistance@co.ramsey.mn.us and request an electronic application.
Then you will receive an email with instructions on how to access the application online.
2. **PDF** – fill out the application on your computer, print and send in
Download a PDF application from www.ramseycounty.us/landlordassistance
After completing it, you may email it to landlord.assistance@co.ramsey.mn.us OR print it and drop it off or mail it to the Ramsey County Financial Assistance Services address below.
3. **Paper** –fill out the paper application by hand and send in.
Email landlord.assistance@co.ramsey.mn.us and request a paper application. We will mail it to you. OR pick up a paper application at one of the following locations:

Location	Address	Hours (Mon-Fri)
Downtown Saint Paul	160 E. Kellogg Blvd	8 a.m. – 4:30 p.m.
Maplewood	3025 Southlawn Dr.	8 a.m. – 4:30 p.m.
Roseville	2180 Hamline Ave. N.	8 a.m. – 4:30 p.m.
Shoreview	4560 Victoria St. N.	8 a.m. – 4:30 p.m.
West Side Saint Paul	90 Plato Blvd. W.	8 a.m. – 4:30 p.m.

After completing the application, you may drop it off or mail it to:

Ramsey County Financial Assistance Services

160 Kellogg Blvd E.
Mailroom 5800 – Attn. Nabil Mohamed
St. Paul, MN 55101

STEP 2. Landlord fills out application. The following documentation is required before the application will be processed. Please submit with application:

1. **Ownership documentation** – one per property. Acceptable proof of ownership documents include, but are not limited to a copy of the deed to the Property [Properties], a copy of the mortgage, or proof of homeowner's/hazard insurance from the most recent year
2. **Lease Agreements** – one per unit on application
3. **Delinquency Notices** – one per unit on application
4. **Signed Grant Agreement** - one per landlord
5. **W9** - one per landlord

If you do an electronic application, you will attach the documentation to your online application.

If you do a PDF application, you may email the documentation with your application OR mail it in.

If you do a paper application, you will drop off/mail in the documentation with your application.

STEP 3. Landlord provides **Tenant Notice** to all tenants included on the application.

Notification Requirement for Tenants

Landlords applying for the Landlord Assistance Program must provide each Tenant included on the application with the “Tenant Notice: Ramsey County Landlord Assistance Program” information document prior to submitting the application (**see Example 1**). Submission of the Application certifies that the Landlord has provided the Tenant Notifications as required here.

STEP 4. Landlord receives written confirmation that tenants on the application have had difficulty making rent payments as a result of loss of income due to COVID-19 (**see Example 2: “COVID-19 Confirmation”**).

Note: Landlord shall retain these written confirmations and make them available to the County upon request.

STEP 5. Landlord sends in application and all documentation in Step 2 above. Application is reviewed by Ramsey County

STEP 6. Landlord receives Determination Letter. If application is approved:

1. Ramsey County will notify tenant(s) that the landlord has received back rent and/or late fees on their behalf.
2. The landlord will receive a sample Landlord Estoppel Certificate. A Landlord Estoppel Certificate must be executed with each tenant for which the application was approved, notarized and made available to the county upon request.
3. The landlord will receive a copy of the fully executed Grant Agreement, along with Exhibit A: what costs the grant is covering.

STEP 7. Landlord receives check in the mail.

Privacy Notice for Landlords

Ramsey County is requesting the information on this application to determine your eligibility to participate in the Ramsey County Landlord Assistance Program and, if you are eligible, process your application. If you are applying on behalf of a business, the information you provide about your address, properties and unpaid rent will be public information with Ramsey County. However, if you are applying for yourself as an individual property owner, the information about you will be private information with Ramsey County. Information about your tenants will also be private, regardless of whether you are a business or individual property owner. Private information about you or your tenants will only be accessible by Ramsey County staff members, their contractors or others with legal authority, like auditors or government regulators.

There are no negative consequences for providing this information unless your tenants have asked you not to share private information about them. You are not required to provide this information; however, we will be unable to process your application without it.

For questions with the application process, please contact Nabil Mohamed 651-266-4896 or email landlord.assistance@co.ramsey.mn.us

Landlord Assistance Application

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Office Use Only:

Date Received: _____

Application #: _____

Date of Application: _____

Landlord Information

Name: _____

Street address: _____

State: _____

Phone: _____

City: _____

Zip Code: _____

Email: _____

Property Information (Enter information for all the properties for which you are applying.)

Property Name	Street Address	City	Zip Code	Parcel ID	Date of Acquisition	Total # of Units	Ownership Documentation Included. Yes/No

Landlord Assistance Application

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Primary Lease Holder Information

(For first round applications, you may apply for up to 50 units. Attach more pages if needed.)

Property Name: _____

Primary Lease Holder Name: _____

If Primary Lease Holder's address is the same as the property address, you may just enter Unit # below and skip to the Phone field.

Street address: _____ Unit #: _____

City: _____ Zip Code: _____

Phone: _____ Email: _____

Monthly Rent: _____

Months for which rent is owed: _____

-e.g., March, April, May 2020

Unpaid rent prior to 3/1/2020 is not eligible.

Total amount of **rent** owed for 3/1-12/31/2020 for which you are applying: _____

Total amount of **fees** owed (if any) : _____ (Fees accrued prior to 3/1/2020 are not eligible)

Total amount for which you are applying (rent + fees): _____

Amount of CARES funds already received for this Primary Lease Holder: _____

A **Tenant Notice** was provided to the tenant for this unit: Yes No

Landlord has received **written confirmation** that this tenant has had difficulty making rent payments as a result of loss of income due to COVID-19, and shall retain this written confirmation and make it available to the county upon request:
Yes No

The following documents are included for this unit:

1. Lease Agreement: Yes No
2. Delinquency Notices: Yes No

Example 1. Tenant Notice: Ramsey County Landlord Assistance Program

Today's Date: _____

Your landlord is applying to Ramsey County for financial assistance under the Ramsey County Landlord Assistance Program to cover the rent and assessed late fees you have been unable to pay because of hardships related to COVID-19 between March 1, 2020 and December 30, 2020. You will be notified by Ramsey County if the assistance is awarded to your landlord and, as a result, whether you no longer owe the rent to your landlord.

As a courtesy, this tenant notice is intended to notify you that your landlord will provide Ramsey County with information about you, including your name, address, phone number, email address, and amount of rent owed, as part of the landlord's submitted application. Ramsey County is collecting this information about you to ensure eviction proceedings do not proceed for any months in which your landlord has been paid under the program, and, to be sure your rent is not paid from another source. Ramsey County will keep your information private, but may need to share it with auditors, government regulators or others who have a legal right to access it. Your information may also be used to contact you about other assistance that is available.

If you believe you have paid your rent or do not want your landlord to receive this assistance on your behalf, please contact Nabil Mohamed at Ramsey County at 651-266-4896 and your landlord.

Example 2. COVID-19 Confirmation

Today's Date: _____

Landlord's Name: _____ Primary Lease Holder's Name: _____

The Landlord named above has confirmed with the Primary Lease Holder named above that difficulty making rent payments is the result of loss of income due to COVID-19. Reason(s) include (check all that apply):

- ☐ Laid off
- ☐ Place of employment has closed
- ☐ Loss of work hours
- ☐ Must stay home to care for children due to closure of day care and/or school
- ☐ Reduction or elimination of child or spousal support
- ☐ Not able to work and/or missed hours due to contracting COVID-19
- ☐ Unable to find work due to COVID-19
- ☐ Unwilling or unable to participate in their previous employment due to their high risk of severe illness from COVID-19
- ☐ Other: _____

Note: Landlord shall retain this written confirmation and make it available to the County upon request.