

**CITY OF IRVINE**  
**SECOND ROUND OF THE RENTAL ASSISTANCE PROGRAM**

**LANDLORD FAQ's**

**What is the process you are following to verify that my property is with the City of Irvine?**

We are using the City of Irvine's GIS database to verify that the property is within City limits.

**Will I be responsible for reimbursing the City of Irvine for any payment that is determined to be an overpayment or fraudulent request?**

Yes. If there is an overpayment or misrepresentation and/or fraud by the tenants, Irvine will ask the landlord to return funds. If the tenant is no longer leasing with the landlord at the time of fraud determination, we will seek other actions against the tenant.

**Can I apply the funds I receive for my tenant's unpaid February or March balance?**

No, only tenants who are current for March and in good standing with their lease are eligible. The rental assistance is for outstanding rent balances for April through October, 2020.

**Will my tenant receive the rental assistance payment?**

Per program guidelines, rent payments will be payable directly to the landlord. If the tenant is selected to receive rental assistance, landlords will need to submit a W-9. Payments will be made to the landlord by the program on behalf of the eligible tenant.

In the event that you do not want to participate in the program, the application provides an option whereby the tenant can fill out a W-9 form as required by the City's Finance Department for payment and the \$1,000 check would be addressed to both the tenant and you. Upon receiving the check, the applicant would need to sign check and then give to you for your signature and further processing.

**How can I help my tenant with the application process?**

Be prepared to confirm the household has a current lease, verify any back rent amount due and to complete a W-9 form, if requested.

**Can I apply on behalf of my tenant (s)?**

While you can encourage your tenant(s) to apply, they must apply themselves. Your tenant will be asked to supply personal documentation specifying how COVID-19

impacted their household and to certify the accuracy of the information as part of the application process so they must apply themselves.

**What is the process you are following to qualify my property for the program?**

Unlike other rental assistance program, there are no inspections or prequalification requirements. The purpose of this assistance is to assist household who have fallen behind on rent or need assistance to remain current with rent due to COVID 19 related causes. Qualification for assistance is primarily linked to household eligibility.

**How will I know if my tenants is awarded the rental assistance funds and how will I receive the funds?**

If your tenant is awarded, an email will be sent notifying both the tenant and the landlord of such results and guidance on next steps. The application information will be forwarded to our Financial Management & Strategic Planning Department for payment. Should Finance staff have any questions, they may reach out to you directly.