

# Oregon Eviction Diversion and Prevention Program (ORE-DAP) February 2022



## Program Guidance

### Contacts

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## Change Log

## Table of Contents

<b>1.</b>	<b>Oregon Eviction Diversion and Prevention Program Intent .....</b>	<b>4</b>
<b>2.</b>	<b>Program Summary .....</b>	<b>4</b>
<b>3.</b>	<b>General Program Requirements.....</b>	<b>5</b>
	Refer to the State Homeless Program Manual .....	5
	(A) Nondiscrimination.....	5
	(B) Limited English Proficiency .....	5
	(C) Conflict of Interest .....	6
	(D) Monitoring .....	7
<b>4.</b>	<b>Applicant Eligibility .....</b>	<b>7</b>
	(A) Household Status .....	7
	(B) Household Eligibility.....	7
	(C) Eligibility Documentation.....	8
	(D) Citizenship and Immigration Status.....	8
	(E) Prioritization Guidance .....	9
<b>6.</b>	<b>Reporting Requirements.....</b>	<b>12</b>
<b>7.</b>	<b>Records Requirements.....</b>	<b>14</b>
	Refer to the State Homeless Program Manual .....	14

For questions related to ORE-DAP, contact [CRD.Reports@oregon.gov](mailto:CRD.Reports@oregon.gov)

## 1. Oregon Eviction Diversion and Prevention Program Intent

In the 2021 Second Special Session, the Oregon Legislature approved State General Funds for expenditures and activities received by Oregon Housing and Community Services (OHCS) to assist low-income Oregonians at risk of eviction or facing homelessness. Funds from the special session will allow subgrantees to assist households by partnering with and providing a range of eviction prevention interventions such as rental assistance, coordination with partners who are providing legal services and other wrap-around interventions to support households at risk of eviction or who have become homeless and require access to housing supports.

The purpose of the Oregon Eviction Diversion and Prevention Program (ORE-DAP) is to promote a system change that will make evictions in Oregon a rare occurrence, while supporting households who experience evictions with humane, dignified interventions. OHCS also seeks to divert households from homelessness and further housing instability and to reduce the racial disparities evident in eviction cases.

## 2. Program Summary

ORE-DAP will provide local rental assistance in tandem with providers of other critical eviction and housing related resources to assist those facing eviction and special efforts will be made to outreach and market to veterans, people with disabilities, farmworkers, Native Americans and Alaskan Natives, Black, Indigenous, and other People of Color who meet the program requirements. Targeting of funds shall not violate any Fair Housing or anti-discriminatory requirements.

Households must meet:

- Income eligibility of not more than 80% of the Area Median Income (AMI)
- Housing status requirements

### **Partner Collaboration Requirement:**

Partnerships and collaboration are one of the hallmarks of an effective eviction prevention system. We know that people access help in a variety of ways and that trusted messengers are key to ensuring equitable access. Data also show clear trends that communities of color, female heads of household and families are often most deeply impacted by evictions nationwide. **To that end, OHCS and OHA have agreed to enter into an Agreement for the purpose of providing funding to Community Based Organizations (CBO) to support efforts in alignment with the Oregon Emergency Rental Assistance Program (OERAP) and ORE-DAP.**

### 3. General Program Requirements

Refer to the [State Homeless Program Manual](#)

#### (A) *Nondiscrimination*

Subgrantees and subrecipients are required to comply with all state and federal statutes relating to nondiscrimination. Subgrantees and subrecipients may not take any of the following actions based on race, color, national origin, religion, gender, familial status, or disability (federal) or marital status, sexual orientation, gender identity or source of income (state):

- Refuse to accept an application for housing assistance or services
- Deny an application for housing assistance or services
- Set different terms, conditions or privileges for housing assistance or services
- Provide different or specific housing, facilities, or services
- Falsely deny that housing is available for inspection or rental or that services are available
- Deny anyone access to a facility or service.

The Fair Housing Act prohibits discrimination based on protected classes in the housing activities of advertising, screening, and unit rentals. Using a target population in screening is allowed; however, refusal to accept application or provide information on services or available housing to any protected class, even if these groups do not fit into your targeting strategy, is prohibited.

Screening criteria cannot be discriminatory and must be consistently applied. Subgrantees will prioritize applicants who are most at risk or in danger of losing their housing.

For more information, see the [Guide to Fair Housing for Nonprofit Housing and Shelter Providers](#) produced by the Fair Housing Council of Oregon, or contact them directly at [www.fhco.org](http://www.fhco.org).

#### (B) *Limited English Proficiency*

The Federal government has issued a series of policy documents, guides and regulations describing how subgrantee and subrecipient should address the needs of citizens who have limited English proficiency (LEP). The abbreviated definition of persons with limited English proficiency is those who: have difficulty reading, writing, speaking, or understanding English, and do not use English as their primary language.

Subgrantee and subrecipients must have a LEP policy document that describes the actions subgrantee and subrecipient took to identify LEP populations in their service area and define actions they will take to provide language assistance and address language barriers. The policy must also state how and how often staff will receive training about assisting LEP

persons, how the level of success of the policy will be identified and how changes will be made if needed.

Links to more information about Limited English Proficiency requirements are provided in the appendices “Applicable Rules and Regulations”.

Subgrantees and subrecipient should create a written Language Access Plan (LAP) to provide a framework to document how the agency’s programs will be accessible to all populations in their service area. Subgrantees and subrecipient who serve few persons needing LEP assistance may choose not to establish a LAP; however, the absence of a written LAP does not release subgrantee’s and subrecipient’s obligation to ensure LEP persons have access to programs or activities.

**(C) Conflict of Interest**

Subgrantee and subrecipient must keep records to show compliance with program conflict of interest requirements.

**(1) Organizational**

The provision of any type or amount of assistance may not be conditioned on an individual’s or household’s acceptance or occupancy of emergency shelter or housing owned by subgrantee, subrecipient or an affiliated organization. Conflict of interest waivers regarding rent assistance and rental agreement requirements can only be approved by OHCS. If a subgrantee or subrecipient wishes to apply for a waiver, they should contact the OHCS homeless program analyst or manager for guidance in submission of a waiver request, which must be approved by OHCS.

A subgrantee and subrecipient may conduct a participant’s intake assessment to determine program eligibility if the participant resides in housing where the subgrantee or subrecipient has ownership interest for the expediency of housing placement services and to create seamless service delivery while keeping the client engaged in services. A waiver of the conflict-of-interest policy for this purpose is not required for CRF-funded programs.

Subgrantees and subrecipients cannot steer potential renters to units owned or operated by the subgrantee or subrecipient, if the renters will be using a rent subsidy paid with any OHCS funds. Rent-subsidized tenants are free to enter into a rental contract with another landlord within the subgrantee or subrecipient’s jurisdiction or they may choose to rent a unit owned or operated by the subgrantee or subrecipient. A waiver request is not required for this situation; however, subgrantees and subrecipients must comply with this provision of the conflict-of-interest policy.

**(2) Individual**

For the procurement of goods and services, subgrantee and subrecipient must comply with the codes of conduct and conflict of interest requirements under 24 CFR 85.36 (for governments) or 24 CFR 84.42 (for private nonprofit organizations).

Persons for whom the conflict-of-interest requirements apply include any person who is an employee, agent, consultant, officer or elected or appointed official of the subgrantee or subrecipient agency. No person who exercises or has exercised any functions or responsibilities with respect to activities assisted under the programs, or who is in a position to participate in decision-making processes or gain inside information with regard to activities assisted under the programs, may obtain a financial interest or benefit from an assisted activity; have a financial interest in any contract, subcontract or agreement with respect to an assisted activity; or have a financial interest in the proceeds derived from an assisted activity, either for him or herself or for those with whom he or she has a family or business tie, during his or her tenure or during the one-year period following his or her tenure.

**(D) Monitoring**

OHCS will conduct a program monitoring of subgrantees at least once during a biennium or more frequently at OHCS’s discretion. Fiscal monitoring will be conducted annually unless circumstances require sooner. Subgrantees will be notified thirty (30) days in advance of the monitoring visit and informed of what documents and records will be reviewed and any required staff or Board interviews. OHCS will provide subgrantees with a written monitoring report inclusive of any findings, concerns, or comments. Subgrantees are required to submit timely corrective action to findings and failure to do so may result in the withholding and/or return of CRF funds to OHCS.

Subgrantees must notify and receive approval from OHCS when adding subrecipients and/or renewing subrecipients.

**4. Applicant Eligibility**

Program	Housing Status Eligibility	Income Eligibility	Eligible Program Components
<b>ORE-DAP</b>	<ul style="list-style-type: none"> <li>• Literally homeless</li> <li>• Imminent risk of homelessness</li> <li>• Fleeing Domestic Violence</li> <li>• Homeless under other federal statutes</li> <li>• Unstably housed</li> </ul>	<ul style="list-style-type: none"> <li>• At or below 80% AMI</li> </ul>	<ul style="list-style-type: none"> <li>• Housing Financial Assistance</li> <li>• Stabilization Support Services</li> <li>• Prevention Activities</li> <li>• Diversion Activities</li> <li>• Outreach and Engagement</li> <li>• Administrative Costs</li> </ul>

**(A) Household Status**

“Household” means an individual living alone, family with or without children, or a group of individuals who are living together as one economic unit.

**(B) Household Eligibility**

- one or more individuals within the household has qualified for unemployment benefits or experienced a reduction in household income, incurred significant costs, or experienced other financial hardship
- one or more individuals within the household can demonstrate a risk of experiencing homelessness or housing instability
- the household is low-income

### **(C) *Eligibility Documentation***

Eligibility may be documented through Self Certification and/or within guidelines for Remote Application and Documentation.

Self-Certification may include, but is not limited to:

- Income for the household if other sources of documentation are not accessible
- Housing status at intake to program

Please note that Housing Status does not need to be verified through further documentation other than self-certification, but a CBO may wish to obtain more documentation if needed to establish eligibility. Income documentation such as paystubs, SSI or SSDI paperwork, etc. should be sought from clients but if documentation is unavailable immediately, self-certification of income is allowable.

Applicants who apply for assistance and provide eligibility documentation remotely may do so via electronic and other communication, e.g., phone, email, text, electronic messaging, mail and other electronic or remote means. The documentation must be kept in the client file.

Subgrantees and subrecipients are required to develop and maintain policies and procedures for the use of a remote application and eligibility documentation process and be available for review by OHCS, upon request. Such policies and procedures must be applied equally across services that use or are supported by ORE-DAP funding.

Agency policies and procedures must address the following elements:

- In what circumstances will a remote application and documentation process be used;
- Verification of the identity of the applicant;
- Verification and documentation of qualification for assistance in relation to program eligibility criteria;
- Verification and documentation as appropriate for ongoing demonstration of eligibility; and
- Notification and documentation to client in relation to release of information, service denial or termination and grievance and appeal requirements.

### **(D) *Citizenship and Immigration Status***

OHCS expects Subgrantees to provide services regardless of immigration status to all eligible households. Immigration status or citizenship may not be used a reason for denial of services.

### **(E) *Prioritization Guidance***

OHCS recognizes that prioritization of resources is a reality when there is more need than available resources. OHCS also notes that prioritization about who is served first needs to consider local factors and needs while also ensuring that discrimination and fair housing laws are followed accordingly. The rest of the determination processes need to be documented by CBOs and partners to determine the best needs for each local community. To that end, OHCS has the following criteria for prioritization under this program:

- 5. OHCS is requiring that households who are facing an active eviction case be prioritized for funding over those who are simply at risk of eviction.**

#### **Allowable Program Components and Expenditures**

Program related expenses are eligible for the period starting July 1, 2021 through June 30, 2023. Rental arrears that occurred prior to this time frame are an eligible program expense when it poses a risk to the housing stability of the participant.

Assistance cannot be provided to households who reside outside of Oregon.

Duplication of funds: Any payments for rental assistance cannot be duplicated. For example, if an applicant has submitted a request for rental payment for June 2021 from the Oregon Rental Assistance Program (OERAP) and the payment has been issued, a request from ORE-DAP for the same month is not eligible. Providers can also verify that duplicate payments for the same time period have not been made through the Allita portal.

Payments may be made directly to households who are experiencing housing instability when a landlord is not responding to or accepting payments. This option should only be used if outreach to the landlord is unsuccessful. CBOs must have a written policy outlining the process in which a direct payment to a household is the most expedient option; it must include sufficient documentation of attempts to make payment to landlord and the explicit purpose for the payments must be an eligible expense.

Assistance may **not** be used for providing hotels and motels to clients who are experiencing homelessness through provision of Non-Congregate Shelter. The source of funds does not allow for this type of sheltering activity and must be spent on the provision of anti-eviction and re-housing activities as detailed below. Funds can be used to re-house a client who is living in a shelter funded through other means.

Please note, due to the complex nature of evictions and the needs that people may have, there may be overlap between different categories listed below. Budgets in OPUS for the ORE-DAP

program do not need to differentiate between these categories at the onset due to the need to be responsive to local needs and unique client circumstances.

The following categories are allowable expenditures under the ORE-DAP Program:

**Housing Financial Assistance:**

Funds may be used to prevent or divert program participant households from experiencing eviction. Eligible expenses include:

- Short-term (up to six months) rent assistance to support a client accessing other housing resources or generating sufficient income to stabilize in housing
- Rent and utility arrears (Utilities include water, sewer, garbage, gas, electricity, phone, and internet.)
- Security deposits, moving expenses, application fees, pet rent, pet deposits, and other housing expenses
- Payment of cleaning services and other related costs to help a household maintain housing due to unsafe or unhealthy living conditions or other factors that may impact their housing stability
- Payment of storage units during relocation of the household
- Late fees, court fees, utility reconnection fees etc.

**Stabilization Support Services:**

Funds may be used to help households achieve a greater level of housing security. Costs under this category must be reasonable and sufficient to stabilize the household from eviction. Costs and rationale for expenses must be documented thoroughly in client files. Eligible expenses include:

- Work supports (i.e., training costs; transportation assistance – bus tokens, ride sharing, auto repair; childcare or eldercare costs, clothing to support employment needs) The purpose of the work supports is to allow the household to stabilize by avoiding costs or expenses in other areas that are a barrier to housing stability.
- Assistance in qualifying for unemployment, rental assistance, or other benefits that help stabilize the household
- Employment services and job training to obtain or maintain access to housing
- Financial literacy and credit recovery assistance as needed to obtain housing or stabilize housing including associated fees, credit reports, informational courses, eviction/debt correction
- Mental health counseling and associated medical services and substance use treatment, including but not limited access to a mental health practitioner for medication management for persons with disabilities, as required to obtain or maintain housing
- Direct payments of no more than \$1,000 to households via one-time stipend for emergency financial assistance to support the needs of the household facing eviction. CBOs must have policies and procedures for when and how stipends for emergency financial assistance will be utilized. This is separate from direct-to-tenant rental payments as outlined above.

- Staffing and support for retention and wrap-around case management
- Furniture and household goods to support a household with moving to a new home
- Payment of rental of moving vans or hiring of movers within reasonable limits
- Other flexible expenses designed to stabilize a household and avoid eviction.
- If the household is literally homeless (i.e., living on the street, car, or shelter) the Subrecipient may provide food, basic clothing needed for protection from the elements, or to obtain employment or basic hygiene products (including house cleaning products), as part of a service to help the household obtain or maintain housing
- Portable Handwashing Stations
- Bathroom facilities
- Provision of stipends or short-term payment assistance to public or private campgrounds willing to make or provide access to cabins or other dwellings available for persons needing temporary housing solutions
- Hotel/Motel Vouchers for people experiencing homelessness or housing instability or who are otherwise at risk of housing instability due to their current living situation.
- ID recovery to help obtain identification documentation
- Associated childcare services while searching for a job or applying for benefits, as needed to obtain or maintain housing
- Technology costs: ONLY if the technology is a needed supply for the program participant to attend a housing stability services training program, search for employment, applying for benefits or communicate with a remote medical or mental health provider and the expense is directly necessary to obtain or maintain housing, then broadband assistance or purchase of a computer/cell phone/hotspot is allowed. Otherwise, technology costs are not allowed. Within the allowable activity noted, no individual purchase of equipment of \$1000 or more is allowed. No aggregate equipment purchases for a single household are allowed in excess of \$2500. Please consult with your organizations finance and compliance team to ensure you are in alignment with 2 CFR 200.313.
- Case management services related to housing stability, including but not limited to help accessing other benefits (e.g., SNAP, SSI, SSDI, Veteran's assistance, and Medicaid). A caseworker's salary is an eligible service if the casework provided is for eligible activities and their time is maintained via timesheets pursuant to 2 CFR 200

**Prevention Activities:**

Funds may be used for eviction prevention activities that support the system's change by increasing and strengthening partnerships. Eligible expenses include:

- Capacity building (i.e., coordination with stakeholders, initiatives, and partnerships, paying stipends for people with lived experience)
- Wrap-around Case management (including retention support after initial intervention)
- Housing counseling
- Landlord outreach and negotiation (i.e., mediation services)
  - Provision of landlord incentive payments to improve likelihood of finding housing through negotiating with landlords, and expanding the housing pool for households

facing barriers to housing (e.g., households with criminal backgrounds, poor credit, debt or poor rental history. Eligible landlord incentive costs may include:

- Signing bonuses equal to up to 2 months of rent
- Security deposits equal to up to 3 months of rent
- Paying the cost to repair damages incurred by the program participant not covered by the security deposit or that are incurred while the program participant is still residing in the unit
- Paying the costs of extra cleaning or maintenance of a program participant's unit or appliances.

**Diversion Activities:**

Funds may be used for eviction diversion activities to support households that have received an eviction notice. Eligible expenses include:

- Court navigation staffing costs
- Legal expenses related to eviction or housing needs (legal advice, representation, and other services)
- Connecting households to additional services: food, healthcare, job training, legal and meditation services, or other resources.
- Programmatic staff
- Transportation to court (Uber, Lyft, Bus Tickets, etc.)
- Paying for costs related to helping a client access another housing resource (EHV vouchers, HCV, OERAP, etc.)

**Outreach and Engagement:**

Funds may be used for outreach and engagement activities. Eligible expenses include:

- Advertisement fees (i.e., advertisements in non-English publications, advertisements with high circulation amount, Communities of Color, printing, etc.)
- Facilitate, host community awareness campaigns among tenants and landlords aimed at increasing knowledge of resources, protections, and how to get access to these benefits, or both.
- Provide help to tenants in applying for rent assistance by explaining eligibility requirements, scanning documents, or providing other technology support, and providing in-language support.
- Funding of housing navigators or *promotoras*
- Travel (i.e., mileage reimbursement for outreach activities)
- Planning and convening costs for eviction prevention systems
- Paying stipends or incentives to participate in engagement or planning activities

## 6. Reporting Requirements

The ORE-DAP program is designed to be a rapid, responsive program to support the needs of households in immediate crisis. As a result, OHCS is instituting more flexibility with regards to data points collected at intake to the program. OHCS recognizes intensive case management may not be provided for each household, depending on the needs of each household.

Services rendered under ORE-DAP must track disaggregated households served under the program broken out by Race, Ethnicity and Gender. The table below is the official template that is sent to US Treasury. These reports are due within 30 days of the end of each Quarter. Clients may decline to provide demographic information and still receive assistance. Please see below for the reporting chart.

Disaggregated Categories	Number of Heads of Households
<b>Race</b>	
American Indian or Alaska	
Asian	
Black or African American	
Native Hawaiian or Other	
White	
Declined to Answer	
Data Not Collected	
<b>Ethnicity</b>	
Hispanic or Latino	
Not Hispanic or Latino	
Declined to Answer	
Data Not Collected	
<b>Gender</b>	
Male	
Female	
Non-Binary	
Declined to Answer	
Data Not Collected	

## 7. Records Requirements

Refer to the [State Homeless Program Manual](#)

# OREGON EVICTION DIVERSION & PREVENTION PROGRAM

## CERTIFICATION OF NO INCOME



Adult Household Member Name(s) for those with no income:

_____	_____
_____	_____
_____	_____
_____	_____

Within the last 30 days, did you receive income from any of the following sources?

- Wages, salaries, tips, bonus, commissions, etc.
- Severance pay
- Worker's compensation
- Interest/dividends from assets, including bank accounts
- Net income from the operation of a business or profession
- Income from self-employment, including direct sales consulting (i.e. Mary Kay, Tupperware), Uber/Lyft services, or online sales
- Unemployment benefits
- Social Security or Supplemental Social Security Income (SSI)
- Annuities, pensions, or retirement funds (i.e., IRA, 401K)
- Insurance policies, disability, death benefits, or similar types of periodic receipts
- Alimony or child support
- Regular contributions or gifts received from organizations or other persons not residing in the dwelling (including online donations such as GoFundMe or through a local bank)
- Temporary Assistance for Needy Families (TANF)
- All regular pay, special pay, and allowances of a member of the Armed Forces, except the special pay to a family member serving in the Armed Forces who is exposed to hostile fire (e.g., in the past, special pay included Operation Desert Storm)
- Any other source (if yes, explain) \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

## Certification of No Income, continued

If you have entered “no” for all of the questions on the previous page, the household members indicated may confirm by signing below that they have no income.

Under penalty of perjury, I certify that the information presented in this certification is true and accurate to the best of my knowledge. I further understand that providing false representations constitutes an act of fraud. False, misleading, or incomplete information may result in the repayment of any funds received through ORE-DAP and other remedies available under applicable law. I also give the OHCS and its partners permission to obtain a copy of any tax returns from the Internal Revenue Service and to verify income and other information provided herein from other state agencies.

Household Member 1: \_\_\_\_\_

**Sign Here:** \_\_\_\_\_

Household Member 2: \_\_\_\_\_

**Sign Here:** \_\_\_\_\_

Household Member 3: \_\_\_\_\_

**Sign Here:** \_\_\_\_\_

Household Member 4: \_\_\_\_\_

**Sign Here:** \_\_\_\_\_

Household Member 5: \_\_\_\_\_

**Sign Here:** \_\_\_\_\_

Household Member 6: \_\_\_\_\_

**Sign Here:** \_\_\_\_\_

Household Member 7: \_\_\_\_\_

**Sign Here:** \_\_\_\_\_

Household Member 8: \_\_\_\_\_

**Sign Here:** \_\_\_\_\_

**Date:** \_\_\_\_\_

# OREGON EVICTION DIVERSION & PREVENTION PROGRAM

## CERTIFICATION OF INCOME - SELF-VERIFICATION



### Earned Income without Documentation

This form is to be used if the Household has income but can't provide documents or other traditional means of showing income. This form can serve as a "paystub" if no other paystub is available. Please submit one form for each member of the household that cannot provide documentation of income.

Applicant's Name: \_\_\_\_\_

Name of Employee (if different from applicant): \_\_\_\_\_

Name of Employer: \_\_\_\_\_

Address of Employer: \_\_\_\_\_

Employer's Phone: \_\_\_\_\_ Employer's Email: \_\_\_\_\_

Start Date: \_\_\_\_\_ Total Income for the past 12 months: \_\_\_\_\_

I earned income in the past 12 months from this employer, but cannot document it because:

- The business closed due to COVID-19
- My pay was received in cash
- The records of my payment were lost or destroyed
- Other reason: \_\_\_\_\_

I affirm that the income information presented above is true and accurate to the best of my knowledge.

I understand that providing false representations constitutes an act of fraud. False, misleading, or incomplete information may result in the denial of my Household's application, the repayment of any funds received through the Oregon Eviction Diversion & Prevention Program (ORE-DAP), liabilities and penalties under the Oregon False Claims Act (ORS 180.750 to 180.785), and other remedies available under law.

(If Electronically Signed) The typed name below serves as my electronic signature for the above certification.

\_\_\_\_\_  
Signature of Applicant

\_\_\_\_\_  
Name of Applicant

\_\_\_\_\_  
Date

# OREGON EVICTION DIVERSION & PREVENTION PROGRAM

## Self-Verification of Landlord/Tenant Relationship and Rent Owed



(You can use this form if you do not have a written lease agreement AND your landlord cannot or will not sign the Verification of Landlord/Tenant Relationship form).

Applicant's Name: \_\_\_\_\_

Rental Property Address: \_\_\_\_\_

Landlord's Name (name where rent is sent): \_\_\_\_\_

Landlord's Address: \_\_\_\_\_

Landlord's Phone: \_\_\_\_\_ Landlord's Email: \_\_\_\_\_

Landlord is the management company authorized to manage the property?  Yes  No  Unknown

Applicant Move-in Date: \_\_\_\_\_

Expiration of Tenancy (if any, not required): \_\_\_\_\_

Monthly Rent Payment: \_\_\_\_\_ Past-Due Rent: \_\_\_\_\_

Are any utilities included in the rent payment?  No  Yes If yes, please list:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

I understand that I may need to provide additional information or answer additional questions because I am not able to produce a written lease or a Verification of Landlord/Tenant Relationship and Rent Owed with a signature from my landlord.

I certify that the information presented in this certification is true and accurate to the best of my knowledge. I further understand that providing false representation constitutes an act of fraud. False, misleading, or incomplete information may result in denial of the application, repayment of any funds received through the Oregon Eviction Diversion & Prevention Program (OR-EDAP), or other remedies available under law, including but not limited to liabilities and penalties under the Oregon False Claims Act.

\_\_\_\_\_  
Signature of Applicant

\_\_\_\_\_  
Name of Applicant

\_\_\_\_\_  
Date

# OREGON EVICTION DIVERSION & PREVENTION PROGRAM

## Verification of Landlord/Tenant Relationship and Rent Owed



(You can use this form if you do not have a written lease agreement with your landlord).

Applicant's Name: \_\_\_\_\_

Rental Property Address: \_\_\_\_\_

Landlord's Name (name where rent is sent): \_\_\_\_\_

Landlord's Address: \_\_\_\_\_

Landlord's Phone: \_\_\_\_\_ Landlord's Email: \_\_\_\_\_

Landlord is the management company authorized to manage the property?  Yes  No  Unknown

Applicant Move-in Date: \_\_\_\_\_

Expiration of Tenancy (if any, not required): \_\_\_\_\_

Monthly Rent Payment: \_\_\_\_\_ Past-Due Rent: \_\_\_\_\_

Are any utilities included in the rent payment?  Yes  No If yes, please list:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

I certify that the information presented in this certification is true and accurate to the best of my knowledge. I further understand that providing false representation constitutes an act of fraud. False, misleading, or incomplete information may result in denial of the application, repayment of any funds received through the Oregon Eviction Diversion & Prevention Program (OR-EDAP), or other remedies available under law, including but not limited to liabilities and penalties under the Oregon False Claims Act.

\_\_\_\_\_  
Signature of Applicant

\_\_\_\_\_  
Name of Applicant

\_\_\_\_\_  
Date

I certify that the information presented in this certification is true and accurate to the best of my knowledge. I further understand that providing false representations constitutes an act of fraud. False, misleading, or incomplete information may result in denial of the application, repayment of any funds received through the OR-EDAP, or other remedies available under law, including but not limited to liabilities and penalties under the Oregon False Claims Act.

\_\_\_\_\_  
Signature of Applicant

\_\_\_\_\_  
Name of Applicant

\_\_\_\_\_  
Date