



Landlord Compensation Fund Application Overview *from advisory 2/17/2021*

Overview: Oregon's Landlord Compensation Fund (LCF) program is designed to provide relief to residential landlords who have been unable to collect tenant rent due to tenant hardships. The Oregon Legislature has provided \$150 million in one-time funds for this voluntary program to assist landlords in keeping financially stressed tenants in their homes. Landlords whose applications are accepted will receive 80% of unpaid rent they are owed by current qualified tenants (from April 2020 on). They will be required to forgive the remaining 20% of unpaid rent.

What do I need to apply?: This program is open to Landlords who own and operate residential property, and the information requested in the application is included in the below overview of the **5 primary steps** to completing your application:

- 1- **Provide notice to tenants with past-due rent:** we have created a standard ***Building Notice***, which must be provided to all current tenants with past due rent to let them know of the opportunity to have their past due rent covered through this program. When you submit your application, you will need to attest that this notice has been provided. This notice is available in English, Spanish, Vietnamese, Russian, Traditional Chinese, and Simplified Chinese on the program website here:

- 2- **Create an account in the application portal and Add Your Property:** once you set up your account, you will be able to add your property(s). The following is the documentation you will want to have handy:
 - W9 information or form for the ownership entity (this will be used to help verify property ownership).
 - If you want your payment sent electronically you will need to provide the ACH / electronic routing information (or indicate you would like to receive your payment by check).

- 3- **Add Tenant Data to Your Property:** once the property is added, you will need to add your rent roll history for the property using the provided template available on our website as well as within the application portal. Please be sure to follow the instructions provided, including: one row per unit, per month from April 1st 2020 through February 16th 2021. We need this information for **all units**, including those that do not owe rent. In addition, for current tenants with past-due rent, we request that you provide household name, email, and phone number.

- 4- **Add Tenant Declarations of Financial Hardship:** once the rent roll information is added to a property, you will need to add to each eligible unit their signed Declaration of Financial Hardship. The system will allow you to upload files in many formats, including PDF and picture files. NOTE: if you do not have a



signed Declaration of Financial Hardship from a current tenant with eligible past-due rent, you will also have the ability to send a notice to tenants (via email) and allow them to provide it directly into your application electronically.

- 5- **Add to your Compensation Request and submit:** once you have completed those steps for all current tenants with past due rent, you will be able to add the rent for those with Declarations into your Compensation Request. When you are finished, you can click SUBMIT to finish!

What is the timing?: the application for the first month of the LCF program will be open for 2 weeks.

- First round: applicants have from today, February 17th, 2021 – March 2nd, 2021 to submit their application.

There is no harm, or benefit, to submitting your application early in that timeframe. The full details on the program can be found in the program guidelines. Scoring is established in order to preference applications from applicants with fewer units in their portfolio as well as those portfolios with a higher percent of unpaid rent since April 2020.

What if I need help?: there are several ways to reach out for assistance.

- 1- **By Email:** Email HCS.LCF@oregon.gov with any questions you might have.
- 2- **By Phone:** Call 503-986-6765 and leave a message, and someone will call you back.
- 3- **By Chat:** once you are in the application system, you will see a chatbox in the lower right-hand corner. Click that and get live support from a technician during business hours, or leave messages for someone to follow up with you later!

What else do I need to know: to get even more information on this program, please visit:

<https://www.oregon.gov/ohcs/housing-assistance/Pages/landlord-compensation-fund.aspx>

On this program page, you can find our *Frequently Asked Question* document, along with the complete program guidelines, program summary, application documents, and a link to the application portal! We will also be adding tutorials, videos, and materials.