

**Submit completed application with supporting documents to your local HARA. A list by county can be found online at**

[https://www.michigan.gov/documents/mshda/CERA\\_Contact\\_List\\_717582\\_7.pdf](https://www.michigan.gov/documents/mshda/CERA_Contact_List_717582_7.pdf)

**Please:**

Print clearly.

Do NOT include original documents (send photocopies).

**Avoid Processing Delays:**

Applications must:

- Be complete, signed and dated.
- Include all supporting documents as listed in the attached checklist.
- Be submitted to your local HARA.

Applications submitted without required supporting documents can be held for a maximum of 30 days.

The COVID Emergency Rental Assistance (CERA) program is designed to keep Michigan residents who fell behind on their rent and/or utilities during COVID-19 in their homes.

**Who is eligible?**

Households may be eligible for the COVID Emergency Rental Assistance (CERA) program if they meet the following conditions:

1. Have received a past-due rent notice, notice to quit or a court ordered summons, complaint or judgment for unpaid rent after March 13, 2020
2. Have a gross household income is below 80% area median income (AMI), for the area
3. Have experienced an eligible COVID hardship since March 13, 2020.
4. A state ID in the tenant's name (with supporting proof of residency if the address does not match the unit)
5. A lease agreement in the tenant's name (if a written lease was completed)

For more information on eligibility, please see the COVID Emergency Rental Assistance (CERA) program FAQ (online at <https://michigan.gov/cera>) or call your local Housing Assessment and Resource Agency (HARA). A list by county can be found online at [https://www.michigan.gov/documents/mshda/CERA\\_Contact\\_List\\_717582\\_7.pdf](https://www.michigan.gov/documents/mshda/CERA_Contact_List_717582_7.pdf)

**Disclaimer: All applications submitted to MSHDA will be discarded.  
All applications must be sent to your local HARA.**

# COVID Emergency Rental Assistance (CERA) Owner/Landlord Application

## 1. Owner/Landlord Information

Full Name (as shown on your income tax return)		Social Security Number/Employer Identification Number	
Address (number, street, and apt. or suite no.)		City	State      Zip Code
Mailing Address (number, street, and apt. or suite no.)		City	State      Zip Code
Phone Number	Contact name and number to leave messages	Email Address	

## 2. Tenant Information

Full Name(s)		County	
Contract Unit Address (number, street, and apt. or suite no.)		City	State      Zip Code
Number of Bedrooms in Unit	Move-in date	Tenant Rent amount	Number of Months in Arrears

## 3. Payment History

### Prior to March 13, 2020

Total amount past due or delinquent prior to March 13, 2020	
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### March 13, 2020 to Present

Month / year	Tenant Rent amount	Payment amount (if applicable)	Payment date (if applicable)	Amount past due or delinquent (without late fees)
Total amount past due or delinquent (without late fees)				
Total late fees assessed since March 13, 2020				



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## 4. Utility and Eviction Information

Are utility payments past due or delinquent on this unit? <input type="checkbox"/> Yes – Must complete applicable box/es below <input type="checkbox"/> No		Have you filed for eviction? <input type="checkbox"/> Yes <input type="checkbox"/> No	
<b>Electricity</b>	Utility Provider	Amount past due or delinquent	Tenant makes utility payment to <input type="checkbox"/> Owner/Landlord <input type="checkbox"/> Utility Provider
<b>Gas/Propane/Other Heat Source</b>	Utility Provider	Amount past due or delinquent	Tenant makes utility payment to <input type="checkbox"/> Owner/Landlord <input type="checkbox"/> Utility Provider
<b>Water</b>	Utility Provider	Amount past due or delinquent	Tenant makes utility payment to <input type="checkbox"/> Owner/Landlord <input type="checkbox"/> Utility Provider
<b>Sewer</b>	Utility Provider	Amount past due or delinquent	Tenant makes utility payment to <input type="checkbox"/> Owner/Landlord <input type="checkbox"/> Utility Provider
<b>Trash*</b>	Utility Provider	Amount past due or delinquent	Tenant makes utility payment to <input type="checkbox"/> Owner/Landlord <input type="checkbox"/> Utility Provider

\*Trash arrears are allowed only if included with another utility bill

## 5. Owner/Landlord Certification

Initials	If this application is funded, settlement and compromise having been made, Owner/Landlord has no remaining factual or legal basis to pursue a judicial complaint nor any other claim for possession nor eviction as of the date of payment.
Initials	If this application is funded, Owner/Landlord, on its own behalf and on behalf of all successors in interest, forever waives, releases and discharges any claim for any rent arrears, late-fees, or other charges other than the agreed-to CERA payment, provided payment is made to Owner/Landlord.
Initials	Owner/Landlord agrees not to take steps to evict Tenant for nonpayment of rent arrears or other fees or charges if Tenant is making payments under an agreed upon installment plan, and to not initiate any action relating to rent arrears or other fees or charges.
Initials	Owner/Landlord has not received any other eviction diversion or rental assistance payments for this same arrearage for this same Tenant.

## 6. Owner/Landlord Signature

I certify that, to the best of my knowledge and belief, all the information presented and attached to this application is true, correct, and complete in every respect; the undersigned is the person legally entitled to possession of the property described in the Contract Unit Address above, or is an agent of same with legal authority to enter into agreements on behalf of the person or entity legally entitled to possession of the property, and thereby authorized to bind the landlord to legal agreements affecting the terms of the lease for the Contract Unit and settlement of any disputes related to said lease.	
Owner/Landlord Signature	Date



**Checklist**

Before submitting this application for the COVID Emergency Rental Assistance (CERA) program, please review the following to make sure that all required information is included with the application.

- Copy of past-due rent notice, a notice to quit or a court ordered summons, complaint or judgement
- Most current copy of lease in Tenant’s name (if a written lease was completed)
- Copy of rental payment history if not provided on Application
- Copy of utility statements showing amount past due, if applicable
- COVID Emergency Rental Assistance (CERA) Tenant Application (Tenant may also submit separately)
- Copy of Tenant Identification (Tenant may also submit separately)
- Copy of Tenant household income, if applicable (Tenant may also submit separately)
  - Household income for one month, OR
  - Copy of submitted 2020 IRS form 1040 (first two pages)
  - Food Assistance Program Notice of Case Action form (only applicable for households with 3 or less people)
- Owner/Landlord or Management Agent W-9
- Supporting documentation for proof of COVID Hardship (Tenant may also submit separately)

<b>Type of COVID Hardship</b>	<b>Best Documents to Show Proof</b>	<b>Alternate Documents to Show Proof</b>
A member of my household qualified for unemployment after March 13, 2020	Unemployment Monetary Determination Letter OR screen shots from unemployment website showing payments and person's name	Signed letter from applicant stating the time period they received unemployment benefits
A member of my household has had a 10% reduction in income after March 13, 2020	Signed letter from applicant outlining your original hours and pay rate and reduced hours and pay rate during the COVID outbreak	
A member of my household has incurred significant costs (over \$500) after March 13, 2020	Signed letter from applicant stating what type and amounts of increased expenses the household incurred during the COVID outbreak	
A member of my household experienced other financial hardship (over \$500) after March 13, 2020	Signed letter from applicant stating what type of financial hardship they occurred during the COVID outbreak	