



Guam Emergency Rental Assistance Program



LANDLORD Supporting Documents Checklist

Provide only copies. Documents submitted will NOT be returned.

LANDLORD DOCUMENTS (Tenant initial application ; Continuance application ; or Relocation application) :

All documents listed below are required to complete ERA tenant application. Failure to submit documents will result in delay of payment or reversal of tenant eligibility.

1. Landlord Verification Form
2. Landlord current business license
3. Landlord W-9 form
4. DOA Vendor Electronic Transfer Form
 - c. Must establish as vendor with Government of Guam
 - d. Form of payment via EFT in lieu of a paper check (*preferred means*)
5. Current rental ledger

CONTINUANCE ASSISTANCE:

*All landlord documents listed below are required for continuance assistance. Request for Continuance Assistance Form(s) must be filed/submitted within **90 days** of initial assistance.*

1. Updated rental ledger reflecting 3 months of continuance.

RELOCATION ASSISTANCE:

ERA relocation assistance for eligible tenants must be accompanied with the following documents for prompt processing:

1. Lease agreement
2. Landlord Verification Form
3. Landlord current business license for rental property
4. Landlord W-9 form
5. DOA Vendor Electronic Transfer Form
 - a. To establish as vendor with Government of Guam
 - b. A means of payment via EFT in lieu of a paper check (*preferred means*)

Important Note: The landlord is responsible to notify ERA of any changes to banking information. Any reject of payment(s) to the landlord must be corrected within 24-hours. Any subsequent rejects of payment(s) to landlord for same vendor number will be assessed a \$1,000 fee and it will be deducted from payment due.

ERA WILL NOT determine Tenant qualification until all applicable documents are complete and received.

SUPPORTING DOCUMENT SUBMISSION: Documents **MUST** be submitted, in person, to the ERA office, ITC Building (Tamuning) - 2nd Floor, Suite 219, between 8:00AM – 4:00PM Monday through Friday, **OR** at the Government of Guam Relief Center, Bank of Hawaii Building (Hagatna), 3rd Floor, between 8:00AM – 5:00PM Monday through Friday.