



Application Checklist for Landlords

If your tenant is applying for Cook County's Emergency Rental Assistance program, here are the documents you will need to submit along with their application.

Applications will be accepted from March 11, 2021, until April 2, 2021. To submit your documents, go to cookcountyil.gov/recovery.

FOR LANDLORDS:

You will need to submit the following **after your tenant's application is submitted**:

Check Box	Verification Required	Acceptable Documents
<input type="checkbox"/>	Photo identification	Government Issued ID • State ID <i>OR</i> • Driver's license <i>OR</i> • Passport <i>OR</i> • Other ID
<input type="checkbox"/>	W-9	
<input type="checkbox"/>	Social Security card or IRS EIN letter	
<input type="checkbox"/>	Proof of ownership	
<input type="checkbox"/>	Tenant ledger	<ul style="list-style-type: none"> • Showing tenant's payment history in 2020 and 2021 <i>AND</i> • Current balance owed
<input type="checkbox"/>	Copy of lease	<ul style="list-style-type: none"> • Please include ALL pages of your lease – signed and dated by tenant and landlord/property manager • If initial lease is now month-to-month, notate that on the lease
<input type="checkbox"/>	Direct deposit form	
<input type="checkbox"/>	Management agreement for agents working on behalf of landlord	

For questions, language translation services, or help completing your application, please call our Emergency Rental Assistance Program helpline at **877-426-6515**

Helpline hours

Monday: 8:30 a.m. - 4:30 p.m.
 Tuesday-Thursday: 8:30 a.m. - 7:00 p.m.
 Friday: 8:30 a.m. - 4:30 p.m.