

Link to Application: https://app.caseworthy.com/cityofbatonrouge_prod-EBR_ERAP.kiosk

Please make sure you have read all instructions before beginning your application:

BEFORE YOU APPLY:

1. Are you a renter or a landlord?

This application is for renters only. A separate application process for landlords is forthcoming. More information will be posted on <https://ebemergencysolutions.com> soon, and in the interim please complete the needs assessment for landlords on that page if you have not yet done so.

2. Is your rental unit in East Baton Rouge Parish?

If you are not sure, please visit www.unitedstateszipcodes.org to search for the list of zip codes in East Baton Rouge Parish. If you are not located in East Baton Rouge Parish, you will not be eligible for the assistance program for East Baton Rouge Parish and should not complete the application for this program. You may be eligible for assistance through the State's program. Please visit www.LAStateRent.com for more information.

3. Do you have your supporting documentation together?

Review the **Renter Documentation Checklist** before starting your application. These documents need to be scanned in order to upload them within your application. Please collect all documents and prepare them for uploading before starting your application. <https://ebemergencysolutions.com/resources.html>

4. Once you begin your application, you will not be able to save and re-enter the application later. After you submit an application, only an ERAP Case Manager will be to access your application to make changes or to add supporting documents. Review the **Renter Application Guide** before you begin filling out the application.

<https://ebemergencysolutions.com/resources.html>

Click *Begin Application*:



Begin Application

Enter all *Identifying Information, Address Information, and Contact Information* and Press Save. The **red stars** indicate required information. You must enter the required information in order to save and submit your application for processing.

🏠 Renter Details

>🔦 Identifying Information

📍 Last Name ★

Gender

DOB ★

 📅

Race

Primary Language

Employment Status ★

First Name ★

SSN

Age

Ethnicity

Middle Initial ★

Citizenship Status

Date of Last Day Worked

 📅

If you do not have a Unit Number for your address, insert N/A.

[>📍 Address Information](#)

>If Unit Number is not applicable, please enter N/A

Google Address Lookup

Enter a location

Address ★

Unit Number ★

Zip Code ★

City ★

State ★

Parish ★

Bedrooms - Unit Size ★

Only one phone number is required. You will need to enter your email address twice to confirm it is correct. After you have carefully reviewed the information you typed in, click Save to move to the next screen.

>📍 Contact Information - One type of phone number along with an Email Address is required.

Cell Phone ★

Email Address ★

Confirm Email Address ★

Confirm Email Address ★

Home Phone ★

Work Phone ★

Work Phone Ext

Carefully read and answer all of the following Eligibility questions accurately. Press Save. The red stars indicate required information. You must enter the required information in order to save and move on to the next page.

🏠 Eligibility Questions

Have you or any in your household been unemployed for the last 90 days or greater? ★

Have you or someone in your household experienced a reduction in income due to the COVID-19 Outbreak?

Are you currently behind on your monthly rental payments? ★

Are you or anyone in your household currently receiving or have you received in the past any additional financial assistance as a result of the COVID-19 Outbreak? ★

Did you or anyone in your household apply to the State of Louisiana's Emergency Rental Assistance Program (LERAP) in the year 2020? ★

Did you receive non-rental assistance from state or federal programs (such as food stamps or unemployment benefits) in the past 12 months?

Do you or someone in your household qualify for unemployment benefits? ★

Have you or anyone in your household incurred significant costs due to the COVID-19 Outbreak?

Have you received an eviction notice or experienced any housing instability due to an inability to meet the monthly rental requirements? ★

Is your household currently receiving a monthly federal subsidy (e.g., Housing Choice Voucher, Public Housing, or Project-Based Rental Assistance)? ★

Carefully read and answer all of the following Landlord questions accurately. Press Save. The red stars indicate required information. You must enter the required information in order to save and move on to the next page.

 Landlord Information

Landlord's Last Name

Landlord's First Name

Property / Business Name ★

Property Type ★

>💡 Landlord's Contact Information - Please enter one phone number and email address for the landlord

Work Phone ★

Work Phone Ext

Cell Phone ★

Home Phone ★

Email

Confirm Email

Confirm Email

Upload all documents that apply to your situation. Click browse and select the correct file and attach. Press Save.

Document Upload

> Please note for Lease Agreement Document:

- >1. It must be signed by both the landlord and tenant
- >2. It must cover all months you are seeking assistance
- >3. It must show your monthly rent amount
- >4. If you do not have a signed lease, documentation of residence may include evidence of paying utilities for the residential Unit

Total Rows: 6
Search

Document Type	Upload File	
<input type="checkbox"/> Lease Agreement	<input type="text"/>	Browse
<input type="checkbox"/> Past Due Rent Notice(s)	<input type="text"/>	Browse
<input type="checkbox"/> Past Due Utility Bill(s)	<input type="text"/>	Browse
<input type="checkbox"/> Eviction Notice(s)	<input type="text"/>	Browse
<input type="checkbox"/> Government ID	<input type="text"/>	Browse
<input type="checkbox"/> Other File(s)	<input type="text"/>	Browse

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Save

If you have additional household members please select yes, otherwise no. Press Save.



Question

Do you have household members to add?

- Yes
- No

If you have additional household members and selected yes on the previous screen, then click add row and enter the correct information about your household members. Select add row for as many members as you have in your household. Press Save, once all your members have been added.

🏠 Household Member

▾ Filters

>💡 Please click the Add Row button for every household member to enter in their information. If you wish to no longer add that household member, uncheck the blue checkmark on the left.

Add Row

	Last Name *	First Name *	Birth Date *	Gender
<input type="checkbox"/>			<input type="text"/> 📅	<input style="width: 100%;" type="text"/> ▾
	Race			Ethnicity
	<input style="width: 100%;" type="text"/> Choose Options... ▾			<input style="width: 100%;" type="text"/> ▾
	Employment Status ★			Date of Last Day Worked
	<input style="width: 100%;" type="text"/> ▾			<input style="width: 100%;" type="text"/> 📅

Enter all your renter expenses (monthly rent, lease start date, and end date), choose Type of Assistance Requested from the dropdown as well as months past due and total past due. Make sure you input all past due rent in the itemized section. Press Save.

🏠
Renter Expense

Monthly rent amount ★

Lease End Date ★

Lease Start Date ★

Lease End Date ★

Type of Assistance Requested ★

Total Past-Due ★

Months Past-Due ★

Total Past-Due ★

>🔍 Itemized Statement of Past-Due Rent (Past due rent cannot include: Penalties or Other Fees)

<p>April 2020 Past Due Amount ★</p> <input style="width: 100%; text-align: right;" type="text" value="0.00"/>	<p>May 2020 Past Due Amount ★</p> <input style="width: 100%;" type="text"/>
<p>June 2020 Past Due Amount ★</p> <input style="width: 100%; text-align: right;" type="text" value="0.00"/>	<p>July 2020 Past Due Amount ★</p> <input style="width: 100%;" type="text"/>
<p>Aug 2020 Past Due Amount ★</p> <input style="width: 100%; text-align: right;" type="text" value="0.00"/>	<p>Sept 2020 Past Due Amount ★</p> <input style="width: 100%;" type="text"/>
<p>Oct 2020 Past Due Amount ★</p> <input style="width: 100%; text-align: right;" type="text" value="0.00"/>	<p>Nov 2020 Past Due Amount ★</p> <input style="width: 100%;" type="text"/>
<p>Dec 2020 Past Due Amount ★</p> <input style="width: 100%; text-align: right;" type="text" value="0.00"/>	<p>Jan 2021 Past Due Amount ★</p> <input style="width: 100%;" type="text"/>
<p>Feb 2021 Past Due Amount ★</p> <input style="width: 100%; text-align: right;" type="text" value="0.00"/>	<p>Mar 2021 Past Due Amount ★</p> <input style="width: 100%;" type="text"/>

Enter all applicable income information for you and your household. Scroll down to see all options and browse and attached documentation to support your selected income. Press Save.

Income

Client Name

Income Type	Interval *	Amount	Upload File
Annual			
<input type="checkbox"/> Form Series 1040	<input type="text" value="Annually"/>	<input type="text" value="0.00"/>	<input type="text"/> Browse
<input type="checkbox"/> W-2 Wage Statements (if no 1040)	<input type="text" value="Annually"/>	<input type="text" value="0.00"/>	<input type="text"/> Browse
<input type="checkbox"/> Interest Statements (if no 1040)	<input type="text" value="Annually"/>	<input type="text" value="0.00"/>	<input type="text"/> Browse
<input type="checkbox"/> Unemployment compensation statements (if unemployed)	<input type="text" value="Annually"/>	<input type="text" value="0.00"/>	<input type="text"/> Browse

<input type="checkbox"/> Notification of termination or furlough (if unemployed)	<input type="text" value="Annually"/>	<input type="text" value="0.00"/>	<input type="text" value=""/>	<input type="button" value="Browse"/>
<input type="checkbox"/> I have no documentation to support income	<input type="text" value="Annually"/>	<input type="text" value="0.00"/>	<input type="text" value=""/>	<input type="button" value="Browse"/>

Monthly

<input type="checkbox"/> Payments in lieu of earnings such as unemployment, disability compensation, social security income, social security disability	<input type="text" value="Monthly"/>	<input type="text" value="0.00"/>	<input type="text" value=""/>	<input type="button" value="Browse"/>
<input type="checkbox"/> Payments from annuities, retirement funds, pensions, disability, and other similar types of periodic payments	<input type="text" value="Monthly"/>	<input type="text" value="0.00"/>	<input type="text" value=""/>	<input type="button" value="Browse"/>
<input type="checkbox"/> Monthly income from government agencies excluding amounts designated for shelter, utilities, WIC, food stamps, and childcare	<input type="text" value="Monthly"/>	<input type="text" value="0.00"/>	<input type="text" value=""/>	<input type="button" value="Browse"/>
<input type="checkbox"/> Alimony, child support, and foster care payments	<input type="text" value="Monthly"/>	<input type="text" value="0.00"/>	<input type="text" value=""/>	<input type="button" value="Browse"/>
<input type="checkbox"/> Any other forms of income	<input type="text" value="Monthly"/>	<input type="text" value="0.00"/>	<input type="text" value=""/>	<input type="button" value="Browse"/>

This is the last step in submitting your application. Acknowledge and certify the terms and conditions of your applications. Type your name in the last box and press Save.

Home Acknowledgements

> Acknowledgements:

>The following Acknowledgements and certifications are applicable to renters receiving funds through the United States Treasury Emergency Rental Assistance Program (USTERAP), as funded by the United State Department of Treasury (Treasury) for the State of Louisiana. These funds are provided pursuant to Section 501 ("Section 501") of Division N of the Consolidated Appropriations Act, 2021, Pub. L No. 116-260 (Dec. 27, 2020) authorizing rental assistance funds ("Funds" through the U.S. Department of the Treasury. The provisions of Section 501 and related guidance issued by the Department of the Treasury and LHC shall govern the use of these Funds. Such guidance shall be deemed to be incorporated as part of these Acknowledgements and Certifications:

> Certifications:

>I certify that any lease or rental agreement provided is a true and accurate statement of tenancy in the Parish of East Baton Rouge, State of Louisiana and that if approved to receive funds, this award will be used to make direct rental payments for the months specified in the application.

I certify the above ★

>I certify that the rental property for which I am applying for assistance is my primary residence.

I certify the above ★

>I certify that the rental property is located in East Baton Rouge Parish.

I certify the above ★

>I certify that all information relating to my eligibility for this assistance is true and accurate, including my eligibility under the following requirements:
- I have experienced a loss or reduction of income due to the COVID-19 pandemic due to unemployment of myself or a member of my household, incurring significant costs, or other financial hardship.
- I am at risk of housing instability and/or homelessness

I certify the above ★

>I certify that the gross household income indicated on my application and verified through the provided documentation is true and accounts for all sources of income by members of my household.

I certify the above ★

> Acknowledgements:

>I understand that any funds provided will exclusively be used to pay for future rent and overdue rent payments for the identified rental property. All payments will be applied to the month as defined by the City of Baton Rouge when providing funds.

I understand and acknowledge the above *

>I understand these funds may be recaptured if any part of the application is later found to be knowingly inaccurate and ineligible.

I understand and acknowledge the above *

>I understand and acknowledge that the City of Baton Rouge is required to share certain information about me in order to ensure the Agency's compliance with all rules and requirements associated with the funds from the City of Baton Rouge.

I understand and acknowledge the above *

>I acknowledge and agree that the information provided herein may be used to access other government records that, along with the information in this application, may be redisclosed to other government entities and contractors of the City of Baton Rouge and/or its agents, Louisiana Office of Community Development, and Louisiana Housing Corporation in order to determine eligibility for the program, verify the accuracy of statements made on this application, and for audit and statistical purposes.

I understand and acknowledge the above *

>By submitting this application, I certify that all information provided herein, to the best of my knowledge, is true and adheres to the guidelines set by the Parish of East Baton Rouge, City of Baton Rouge's United States Treasury Emergency Rental Assistance Program for COVID-19. I understand this is a legally binding document and I may be subject to civil and criminal penalties if I knowingly provide false or misleading information related to this application and that any attempt to defraud the State of Louisiana or misuse the funds will result in prosecution to the fullest extent of the law.

Certifier Name *

Save

The following confirmation page will verify that your application has been submitted and received. Press Done.

