

Starting Thursday, October 15, 2020, landlords will be able to request November and December rent in advance.

## What does this mean if you have already submitted an application?

- **If your application has been approved**, submit a contract amendment to request additional rent or fees. The contract amendment process can be found on page 15 of the [User Guide](#).
- **If your application is under review**, Virginia Housing will add November and December rent to the application. You don't need to do anything.

**In order to be eligible for November and December rents**, the tenant's lease must be effective through December 31, 2020. In the event the landlord receives the November and/or December rent from the tenant, the RMRP funds must be returned to Virginia Housing.

## PLEASE remember, to complete the registration process, you MUST:

1. **Complete** the User and Organization Profile Request in [VHDA Grants](#).
2. **Submit the following documents** through a [Secure Email](#):

- **Copy of your W-9**. This document must be complete, signed, and dated within the last three years.
- **A completed ACH form along with a voided check or statement** from your financial institution providing the account and routing number. (This is only required if you choose to receive payments electronically, which is the fastest way to receive payment).
- **Multiple property spreadsheet**. (This is only required if you are managing multiple properties.) Only include properties that have tenants that are eligible and behind with their rent. **You have two options to set up your properties and receive payment:**
  - **Multiple properties with one clearing house account**, provide individual W9s for all properties.
  - **Multiple properties with individual W9s & ACH**, provide individual W9s and ACH for all properties.

Additional details to get started with the application process can be found at:

[VirginiaHousing.com/RMRP](https://VirginiaHousing.com/RMRP).

If you have questions, email: [RMRP@VirginiaHousing.com](mailto:RMRP@VirginiaHousing.com).