*This is a sample letter. You are authorized to change the letter however you wish, providing the terms and conditions in the Certifications do not change.*

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Dear (landlord name),

This letter concerns the unpaid rent balance for (tenant name). This tenant wishes to clear that unpaid balance with funds from the Emergency Rental Assistance Program .

New guidance from The United States Treasury Department allows these Emergency Rental Assistance Program (“ERAP”) funds to be paid on behalf of a former tenant who no longer resides in your property in order to satisfy unpaid rent debt.

To get these funds you must agree not to use any other collection efforts against the tenant.

Please sign the landlord certification below. Please have tenant sign the tenant certification in order to complete your application.

**Landlord Certification**

I, \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_, agree to accept $\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ in full settlement of the rent-related debt owed by my tenant \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ during her tenancy at \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_. “Rent-related debt” means any rent and utility payments, plus late fees and court costs, owed by my tenant. In exchange for these funds:

1. I agree not to pursue any collection efforts for rent or utility arrears, late fees, or court costs related to this tenant’s tenancy at my property.
2. If I have already reported a debt to a collection agency, I agree to contact the collection agency within 48 hours of receipt of funds from the ERAP program to remove the debt.
3. If I have filed any lawsuit against the tenant for rent-related debt, I agree to dismiss said suit with prejudice within 14 days of receipt of funds from the ERAP program.
4. I agree that the amount listed above fully settles my rent-related claims against my tenant, and my tenant does not owe me any money in excess of what I am accepting from the ERAP program for rent-related debt.
5. I agree that this signed agreement plus proof of payment constitutes complete proof that the debt is fully settled.

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_

Print Name Signature Date

**Tenant Certification**

I, \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_, agree to the above terms. I agree that the Emergency Rental Assistance Program shall pay funds to my former landlord, \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_, to satisfy my rent debt at the property located at \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_.

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_

Print Name Signature Date