

Instructions for landlords to upload additional tenants to an existing application.

Step 1: Sign in to Neighborly account

Step 2: On home page under “ERAP Awards” section find landlord ID number referenced in the email that requested documents. Click “View”

[Home](#)

Good Morning, !



## Colorado Emergency Rental Assistance Portal

Colorado is committed to accessibility for all applicants. If you require this material in an alternate format, please contact us at [CO Emergency Rental Assistance Questions](#) or 1-888-480-0066

ERAP Awards

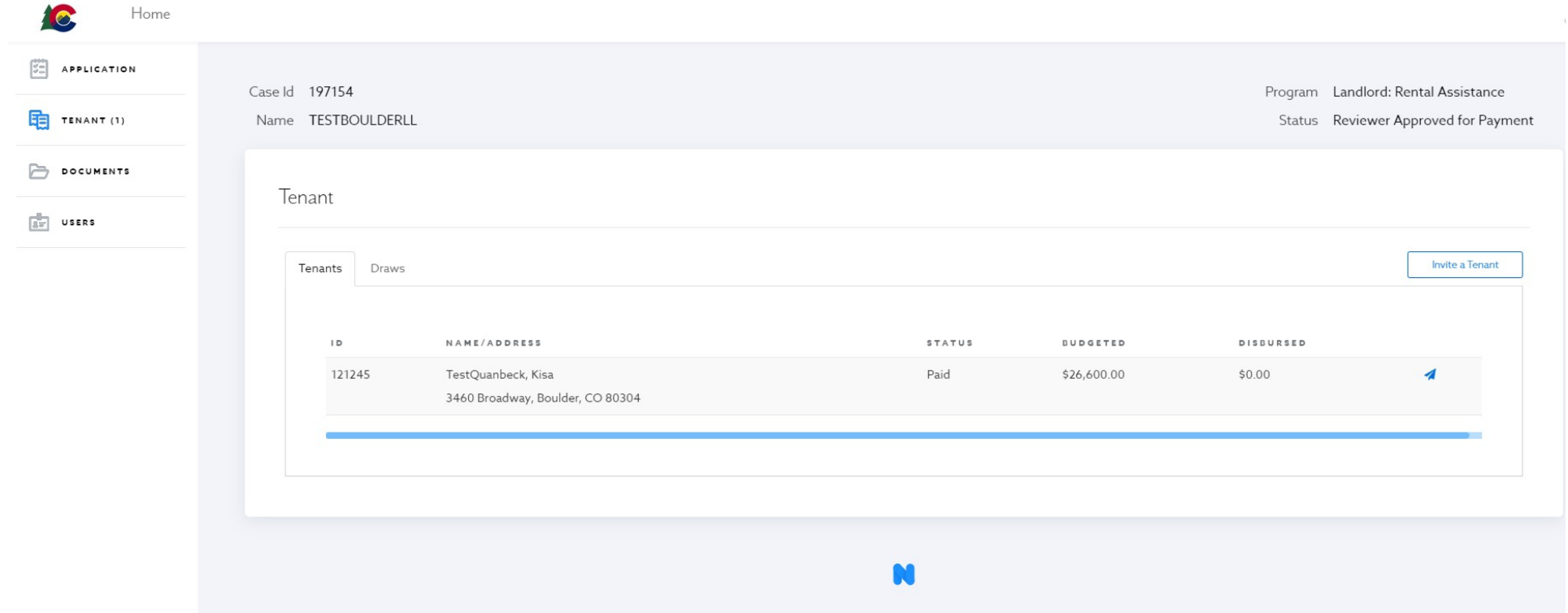
ID	NAME	PROGRAM	YEAR	APPROVED	DISBURSED	REMAINING	
197154	TESTBOULDERLL	Landlord: Rental Assistance	2021	\$26,600.00	\$0.00	\$26,600.00	<a href="#">View</a>

Start a New Application


Tenant: Rental & Utility Assistance      Select this option if you are a **TENANT** applying for the Rental and Utility Assistance Program. This program is designed to provide funds to renters delinquent on rent payments due to COVID-19 impacts.      [Click here to start a new application](#)

Landlord: Rental Assistance      Select this option if you are a **LANDLORD** in Colorado applying for the Rent and Utility Assistance Program.      [Click here to start a new application](#)

Step 3: After clicking view, you'll be taken to a screen for that application number and you will see a list of tenants who have been associated with this landlord record.



The screenshot displays a web application interface. On the left is a navigation sidebar with icons and labels for 'APPLICATION', 'TENANT (1)', 'DOCUMENTS', and 'USERS'. The top left features a logo and the text 'Home'. The main content area shows case details: 'Case Id 197154' and 'Name TESTBOULDERLL'. On the right, it lists 'Program Landlord: Rental Assistance' and 'Status Reviewer Approved for Payment'. Below this is a 'Tenant' section with tabs for 'Tenants' and 'Draws', and an 'Invite a Tenant' button. A table lists one tenant with the following data:

ID	NAME/ADDRESS	STATUS	BUDGETED	DISBURSED	
121245	TestQuanbeck, Kisa 3460 Broadway, Boulder, CO 80304	Paid	\$26,600.00	\$0.00	

A blue 'N' logo is centered at the bottom of the page.

Step 4: Go to menu on left bar and choose “Applications” and click “B. Tenant Information”

Case Id 197154  
Name TESTBOULDERLL

Program Landlord: Rental Assistance  
Status Reviewer Approved for Payment

### B. Tenant(s) Information

Please identify all of your tenants that you would like to participate in the Colorado Emergency Rental Assistance Program. Upon submission of this Landlord application, all the tenants listed below will receive an email invitation to participate in the program. **If you have 10+ tenants and would like to upload tenant information in bulk, please [click here](#) to use the excel spreadsheet to add your tenants. Please upload your excel spreadsheet at the top of the page where it states "Upload File".**

For this program, assistance will be provided in the lease amount up to 150% of the adjusted 2021 Fair Market Rent based on this Table.

Renter households that are receiving tenant-based voucher assistance, such as a Housing Choice Voucher; project based Section 8 or are in public housing for the months are eligible only for the tenant portion of the rent.

To edit an existing row, click the icon.

[+ Add Tenants](#) [Import Tenants](#)

NAME	EMAIL/PHONE	ADDRESS	LEASE DATES	MONTHLY RENT	PAST DUE RENT	LATE FEES	LEASE AGREEMENT & RENT LEDGER *REQUIRED	
kisa quanb	kquanbeck@bouldercounty.org 7206707022	test boulder, CO 80303	12/1/2021 to 12/31/2021	\$7,000.00	\$7,000.00	\$7,000.00	<a href="#">KO - ERA-Reporting-Guidance (1).pdf (4.651k)</a>	<a href="#">Add Another File</a>

### Documentation

If the property is owned or managed by a Public Housing Authority, upload a letter from that Public Housing Authority certifying that each tenant was income qualified during the last 12 months using third party source documentation and the AMI level of each tenant (e.g. <80% AMI, <60% AMI, etc.).

[Upload File](#)

Step 5: Click “Add Tenants” and complete all fields. If you do not have the tenant email or phone, it’s OK to use your office phone/email. We do not typically use this contact information to contact the tenant. If there is no arrears rent, you can enter \$0 or \$1 (if the system won’t let you enter \$0).

- If Section B is not open, please call the or email the Housing Helpline (303-441-1206/ HousingHelpline@bouldercounty.org ) and share your name, landlord ID number and request that section B is opened so you can add additional tenants.

Step 6: Click “Add another file” to add lease and ledger to the tenants document.

Step 7: Click “Save” at bottom of page. Do not select “Complete and continue.” Selecting that option will cause section B to close so you can’t upload additional tenants.