Instructions for Landlords

Landlords/owners have 2 options to associate a tenant’s application with their landlord/owner account:

1) Associate an application submitted by a tenant with a landlord/owner account by entering the application number and tenant’s date of birth
2) While logged in to landlord/owner account, submit a new application. This method will automatically associate the application with the landlord/owner account

A Landlord may submit an application on behalf of their Tenant; however, they should consult closely with the Tenant to make sure information is captured properly and with the Tenant’s consent.

*The tenant must agree to the application consent language and sign the application.*

**Instructions to associate a tenant application with a landlord account**

A. Navigate to [https://nysrenthelp.otda.ny.gov/](https://nysrenthelp.otda.ny.gov/)

B. If you have already registered as a Landlord/Property Owner, skip to item G below

C. If you have not already registered, in the top-right corner of the website, click on “Sign Up”

D. On the following page, select “Register as a Property Owner”
E. Next, fill in your First Name, Last Name, Email Address, and create a password  
F. You will be prompted to set up two-factor authentication to complete your registration  
G. Once you have registered, on the Home page click on “Login” and enter your email address and password  

![Login page](image)  

H. Once logged in, you will see the “Landlord/Owner Section” appear at the top of the Home page. Click on this button.  

![Owner section](image)  

I. On the “Owner Section” page, you will see a purple button in the bottom-right part of the page that says “Add ERAP Application” – click on this button.
J. On the next page, you will enter the Application Number and Date of Birth that you received from your Tenant for the application in question. Click “Search Application” to find this application and then associate it with your Landlord account.
K. After searching for the application, you will click the “Add ERAP Application to my Owner Profile button” and the application will be linked to your landlord/owner account.
Instructions to submit a new application from a landlord/owner account

L. Follow steps A – F above

M. After logging in to a landlord/owner account, navigate to the Landlord/Owner Section.

N. If you are submitting an application on behalf of a Tenant, you may click on the “Submit Application on Behalf of Tenant” button to begin an application. Note that you should consult closely with the Tenant to make sure information is captured properly and with the Tenant’s consent.

_The tenant must agree to the application consent language and sign the application._

O. Alternately, after logging in to a landlord/owner account, a landlord/owner may click the “Apply Here Now!” button on the home page to create a new application on behalf of a tenant.

_The tenant must agree to the application consent language and sign the application._