

Landlord/Mortgage Verification

To begin the application process for rent/mortgage/utility assistance related to the COVID-19 pandemic the following verification package must be completed and submitted along with the applicable supporting documents. Verifications are processed on a first-ready, first-served basis.

Documentation required to upload:

- Government issued picture is for head of household
- Invoice with past due amount(s)
- Property Deed or Doña Ana County Tax Bill

Tierra Del Sol Housing staff member will contact you by phone or email should additional information or documentation be needed.

Incomplete applications and failure to provide required information and/or documents will result in denial.

Rent/Mortgage/Utility Relief Assistance Program Application

Landlord/Mortgage Information

Name _____

Home Address _____

City, State, Zip Code _____

Primary Phone Number _____

Email Address _____

Will you accept electronic payment of funds via Direct Deposit? Yes • No •

Please provide the required banking information to receive the disbursement of Rent/Mortgage/Utility Relief Assistance funds? Yes • No •

Do you agree to waive the right to collect rent from the lessee for the months which Rent/Mortgage/Utility Relief Assistance is being applied? Yes • No •

Tenant/Homeowner Information

Name on Lease _____

Total Amount Due _____

Acknowledgments

Have you provided ownership documentation for rental unit/dwelling listed above? Yes • No •

Do you have a written lease agreement/mortgage? Yes • No •

Do you attest that each applicant requesting Rent/Mortgage/Utility Relief Assistance occupied the applicable residence on or after March 1, 2020? Yes • No •

I authorize Doña Ana County and Tierra Del Sol Housing to verify all information provided in this application.

Required

NOTE: Tierra Del Sol Housing must receive all required documents with the complete application.

Landlord/Bank’s Certification

Please read and certify the following information. The application, including attachments, is subject to disclosure under New Mexico’s public records law, subject to limited applicable exemptions. Applicant acknowledges, understands, and agrees that, except as noted below, all information in its application and attachments will be disclosed without notice to applicant if a public records request is made for such information. Doña Ana County will not be liable to applicant for such disclosure.

Social Security numbers are collected, maintained and reported by Doña Ana County in compliance with IRS 1099 reporting requirements and are not considered public records pursuant to N.M. Stat. Ann. §14-3-7.1.

I certify that the information provided in this application is true and accurate to the best of my ability, and no false or misleading statements have been made in order to secure approval of this application. Doña Ana County is authorized to make all inquiries deemed necessary to verify the accuracy of the information contained herein. Doña Ana County or Tierra Del Sol Housing shall be entitled to access and audit such records as may be necessary to prevent fraud and ensure compliance with federal requirements. Under penalty of perjury, I declare that I have read the foregoing application and that the facts stated in the application are true and correct. I understand that knowingly making a false written declaration is a felony.

Landlords Name: _____

Landlords Signature: _____

Date: _____

Best way to be notified of decision: _____