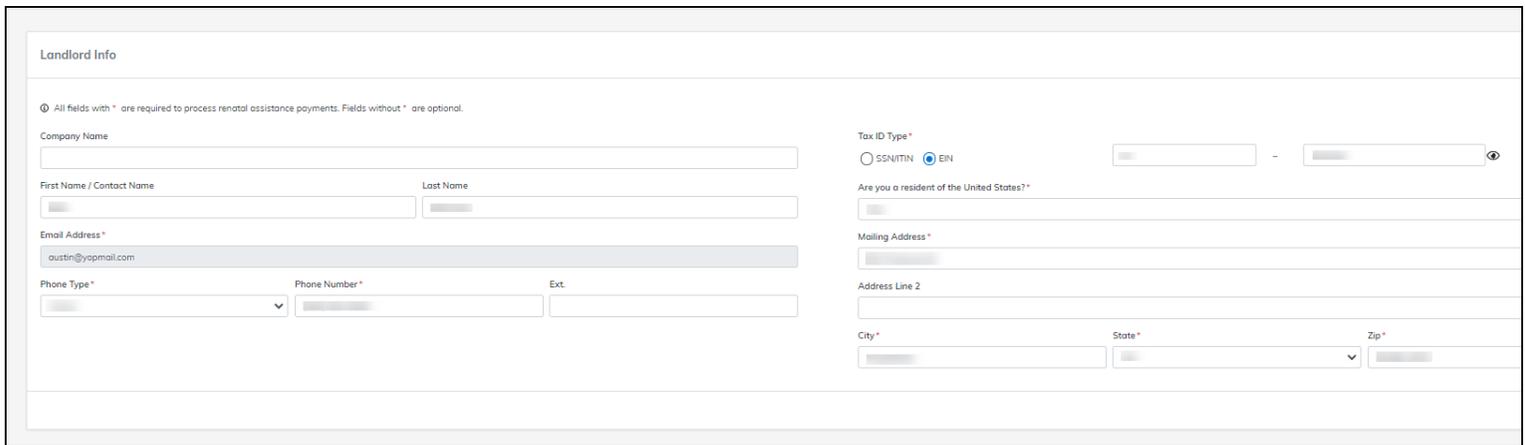


Entering Landlord Information

The **Landlord Info** screen requires you to enter basic contact, address, and identification information.

To enter landlord information

1 On the **RentRelief/Landlord** side menu, click **Landlord Info**. The **Landlord Info** screen appears.



The screenshot shows the 'Landlord Info' form with the following fields and options:

- Company Name**: Text input field.
- Tax ID Type***: Radio buttons for SSN/ITIN and EIN. EIN is selected. Two masked text input fields follow.
- Are you a resident of the United States?***: Radio button.
- First Name / Contact Name**: Text input field.
- Last Name**: Text input field.
- Email Address***: Text input field containing 'austin@yopmail.com'.
- Mailing Address***: Text input field.
- Address Line 2**: Text input field.
- Phone Type***: Dropdown menu.
- Phone Number***: Text input field.
- Ext.**: Text input field.
- City***: Text input field.
- State***: Dropdown menu.
- Zip***: Text input field.

A note at the top left states: "All fields with * are required to process rental assistance payments. Fields without * are optional."

2 Complete the required fields and any optional fields as needed:

Company Name

The name of your organization, corporation, or LLC.

Phone Type

The phone that you want to be contacted through.

Note Select **Mobile** if you want to receive important text updates and notifications from Rent Relief.

Tax ID Type

The tax identification number assigned to you or your business. Select the applicable option and then enter the number in the available fields.

EIN Your Employer Identification number.

SSN Your Social Security number.

Are you a resident of the United States?

Yes or No

Mailing Address

Your current mailing address information.

3 Click **Save**.

4 If you want to advance to the next step in the Landlord workflow, click **Next**.