

State of Louisiana

Rapid Rehousing Program

Status: Commitment Letter Issued
Unit Request Form

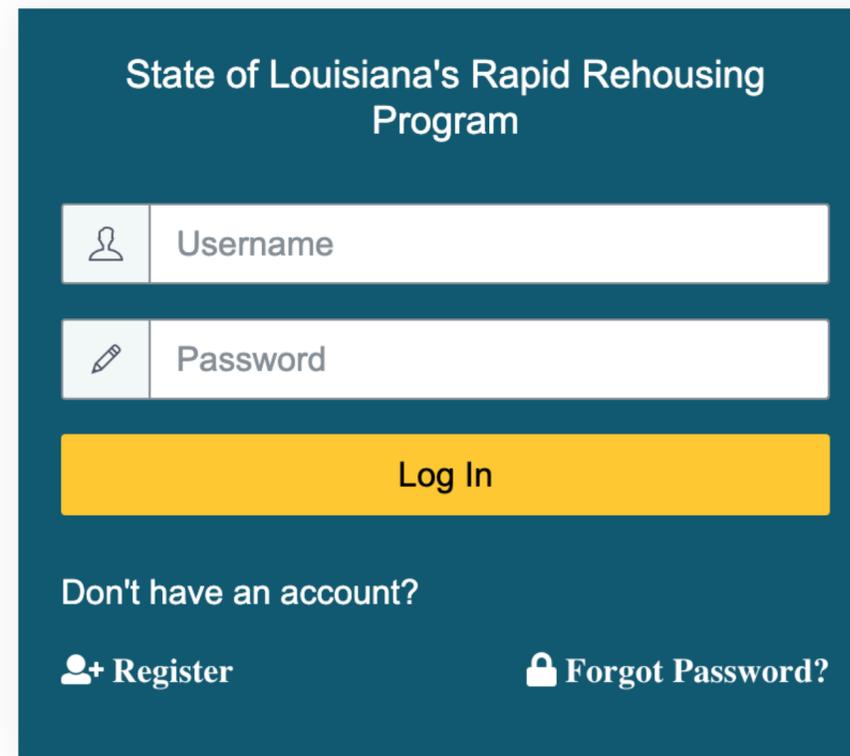
Applicant | User Guide

Next Steps After Receiving Your Conditional Commitment Letter

After receiving a conditional commitment letter via email, it's your cue to start looking for a new rental unit if you haven't already. Once you have secured a unit with a lease or commitment to rent from a landlord, return to the portal using your existing login credentials at louisiana.rapidrehouse.com.

Application Log In

- Enter your email.
- Enter your password.
- Click the **Log In** button.



State of Louisiana's Rapid Rehousing Program

Username

Password

Log In

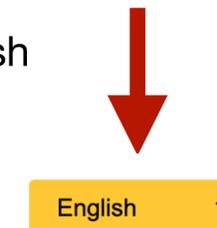
Don't have an account?

Register

Forgot Password?

Language Selection: Choose your language from the dropdown menu. Your application can be completed in:

- English
- Spanish

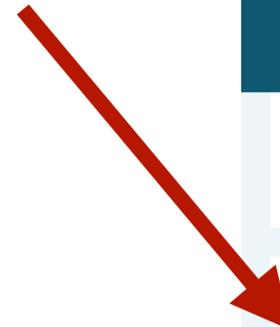


 **Note:** If you forget your password, you can reset it here.

Status: Commitment Letter Issued

Upon receiving a Conditional Commitment Letter via email, you will also notice a corresponding update in your **Application Status**. Your status will change to "**Commitment Letter Issued**", signaling your eligibility to proceed with the Unit Request Form.

Please have your new rental information handy while completing this form. This section will require specific information about your future residence, including details about the rental unit and landlord contact information, and you will be required to upload necessary documents like your new lease or proof of obligation to pay rent.



Louisiana Housing Corporation State of Louisiana's Rapid Rehousing Program

The State of Louisiana's Rapid Rehousing Program is open for applications as-of February 19, 2024.
Applications can be submitted only through our secure online portal. There is no fee to submit an application.

APP ID 86
Application Status : **Commitment Letter Issued**

[Complete Unit Request Form](#)

You have received a Conditional Commitment Letter. To receive your initial rental assistance, additional information and documents must be submitted using the Unit Request Form in the portal.
If you have additional questions, or need to provide further information (income documents, valid photo ID), please contact your DCM or email noreply@rapidrehouse.com.

Note: While you may have access to the Unit Request Form and be eager to complete this section, it's crucial to note that you should wait to submit the Unit Request Form until you have secured a lease or a commitment from a landlord and can provide accurate details. Failure to provide all required information, including the required proof of obligation to pay rent, such as a digital lease or clear photos of all pages of the obligation document, may result in delays in processing your application.

Unit Request Form

New Landlord Information

- Provide the contact information for your new landlord.
- Enter the landlord's name, contact phone number, and email address.

New Residence Address Details

- Enter the address details of your new rental location with the unit number (if applicable), city, state, and ZIP Code.
- Specify the size of the new rental unit.

Rental Obligation Detail

- Enter the year the new rental unit was built after confirming with the landlord.
- Input the lease start date, lease end date, monthly rent amount, and security deposit amount.
- Upload a digital copy of your lease agreement or proof of obligation to pay rent. If you do not have a digital copy, please upload clear pictures of each page. You can upload multiple pages or files.

Note: It's essential to know the year your new rental unit was built, as it directly impacts your ability to secure additional funding. If your unit was constructed before 1980, it may not pass the LHC habitability inspection required for recertification and additional funding. Being aware of this beforehand ensures you're well-prepared for any potential challenges in the future.

Unit Request Form

- Eligible applicants could receive up to 100% of monthly rent for the first three months and assistance with security deposits required by the lease to help ensure housing stability.
- Monthly rent amounts awarded will be subject to a cap based on the U.S. Housing and Urban Development (HUD) Fair Market Rents.

New Landlord Information

Landlord Contact Name *
First Last
Landlord Contact Phone
123-456-7890
Landlord Email Address *
landlord@landlord.com

New Residence Address Details

Address 1 *
123 main street
Address 2
apt. 1
City *
Larose
State *
LA
Zip *
70373

Bedrooms - Unit Size

Bedrooms - Unit Size *
2 Bedroom

Rental Obligation Detail

Year Rental Unit Built *
2002
Lease Start Date *
04/01/2024
Lease End Date *
04/01/2025
Monthly Rent Amount *
\$ 1245.00
Security Deposit Amount *
\$ 1245.00

Lease Document

Choose Files | No file chosen
Test+Practice+Document.docx | Delete

Confirm Mailing Address Details

IMPORTANT: Failing to provide a reliable mailing address may result in delays or difficulties in receiving your rental assistance payments. Please ensure that your mailing address is correct and accessible for your initial payment if your application is approved.

Mail to New Residence Address Mail to Other

Mailing Address *
456 second street
Mailing Address City *
Larose
Mailing Address State *
LA
Mailing Address Zip *
70373

Save and Continue | Exit Application | Submit
All fields with * must be entered in order to Submit

Unit Request Form

After providing information about your new landlord and residence, as well as uploading the rental agreement, it's important to confirm your current mailing address information before submitting your application. Please ensure that your mailing address is correct and accessible for your initial payment if your application is approved.

Current Mailing Address Confirmation

- Confirm your current mailing address details ensuring it is a current and reliable mailing address where you can receive mail.
- Choose whether you want mail to be sent to the new residence address or another address.
- If selecting 'other address', provide the mailing address details including unit (if applicable), city, state, and ZIP Code.

Submission

- Review all sections to ensure accuracy.
- Click on the “**Submit**” button to proceed.

Note: Failing to provide a reliable mailing address may result in delays or difficulties in receiving your initial rental assistance payment if your application is approved.

The screenshot shows the Louisiana Housing Corporation's Unit Request Form. The header includes the Louisiana Housing Corporation logo and the State of Louisiana's Rapid Rehousing Program. The form is titled "Unit Request Form" and includes an "Exit Application" button. The form is divided into several sections:

- Unit Request Form:** Contains information about eligible applicants and monthly rent amounts.
- New Landlord Information:** Includes fields for Landlord Contact Name (First Last), Landlord Contact Phone (123-456-7890), and Landlord Email Address (landlord@landlord.com).
- New Residence Address Details:** Includes fields for Address 1 (123 main street), Address 2 (apt. 1), City (Larose), State (LA), and Zip (70373).
- Bedrooms - Unit Size:** Includes a dropdown menu for Bedrooms - Unit Size (2 Bedroom).
- Rental Obligation Detail:** Includes fields for Year Rental Unit Built (2002), Lease Start Date (04/01/2024), Lease End Date (04/01/2025), Monthly Rent Amount (\$ 1245.00), and Security Deposit Amount (\$ 1245.00).
- Lease Document:** Includes a "Choose Files" button and a "Delete" button.
- Confirm Mailing Address Details:** This section is highlighted with a red border. It includes a warning about providing a reliable mailing address and radio buttons for "Mail to New Residence Address" and "Mail to Other". It also includes fields for Mailing Address (456 second street), Mailing Address City (Larose), Mailing Address State (LA), and Mailing Address Zip (70373).

At the bottom of the form, there are buttons for "Save and Continue", "Exit Application", and "Submit". A note at the bottom states: "All fields with * must be entered in order to Submit".

Unit Request Form

After clicking “Submit”, a pop-up will appear prompting you to certify to the program's rules. Please read these rules carefully before submitting your Unit Request Form.

- Read the **Certifications**
- Acknowledge and certify to the terms and conditions of your application by clicking the “**Submit**” button to complete your Unit Request Form.

Submit Updated Application

By choosing submit, I (Tenant) attest that I meet the eligibility criteria for the Program:

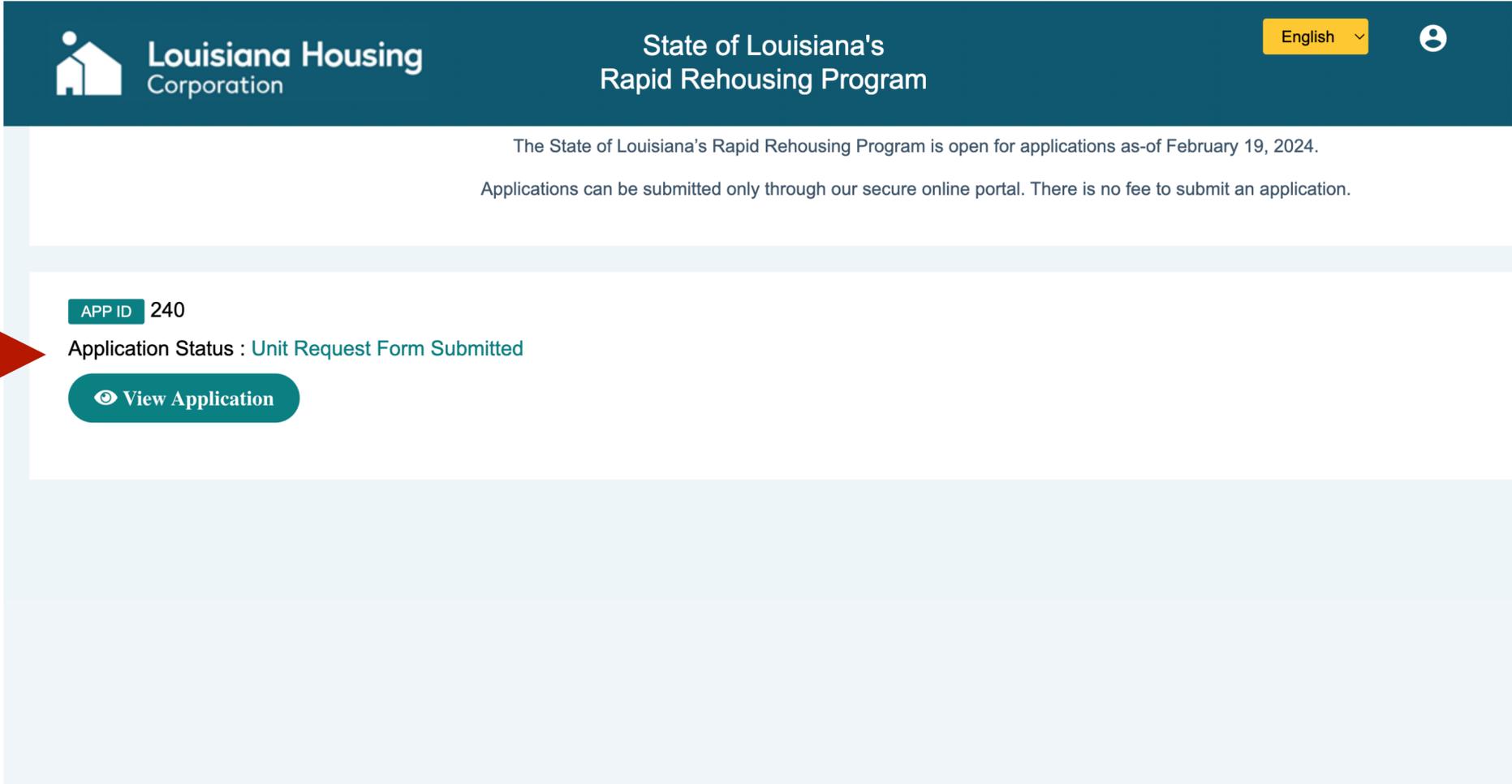
- I am the tenant identified in this application and the rental property for which I am applying for assistance will become my primary residence.
- At least one (1) individual in my household has (i) qualified for unemployment benefits or (ii) experienced a reduction in income, incurred significant costs, or experienced other financial hardship during or due, directly or indirectly, to the COVID-19 pandemic.
- My household is at a risk of homelessness or housing instability.
- My household income has been reported truthfully and accurately and is below 80% of the Area Median Income. I also elect for LHC to obtain my income information from LA Workforce Commission (LWC) and DCFS (SNAP), where applicable.
- I have not received and am not aware of any duplicative benefit from another funding source.
- I understand that any Funds provided will exclusively be used to pay for rent at the identified rental property. All payments will be applied to the months defined by LHC when providing Funds.
- I acknowledge that the Program prohibits lease agreements among family members. I attest there is no family relationship between the Tenant and Landlord.
- I certify that the water and power (electrical and/or gas) have been verified as functional and are working on site. that they have verified that the rental unit is of safe and sound condition for residency.
- All information that I have provided regarding my eligibility for the State of Louisiana's Rapid Rehousing Program is correct and true.
- I understand that receipt of additional funding following Recertification will require my landlord to be cooperative and that my Landlord will receive the Recertification funds on my behalf.

WARNING: Tenant understands that false statements or claims made in connection with this award may result in fines, imprisonment, debarment from participating in federal awards or contracts, and/or any other remedy available by law.

Submit Cancel All fields with * must be entered in order to Update

How do I know my Unit Request Form was submitted?

Your application status will change from "Commitment Letter Issued" to **"Unit Request Form Submitted"**.



The screenshot shows the Louisiana Housing Corporation website for the State of Louisiana's Rapid Rehousing Program. The header includes the logo, the text "Louisiana Housing Corporation", and "State of Louisiana's Rapid Rehousing Program". There is a language dropdown set to "English" and a user profile icon. Below the header, a message states: "The State of Louisiana's Rapid Rehousing Program is open for applications as-of February 19, 2024. Applications can be submitted only through our secure online portal. There is no fee to submit an application." A card displays "APP ID 240" and "Application Status : Unit Request Form Submitted". A red arrow points to this status text. Below the status is a "View Application" button with an eye icon.