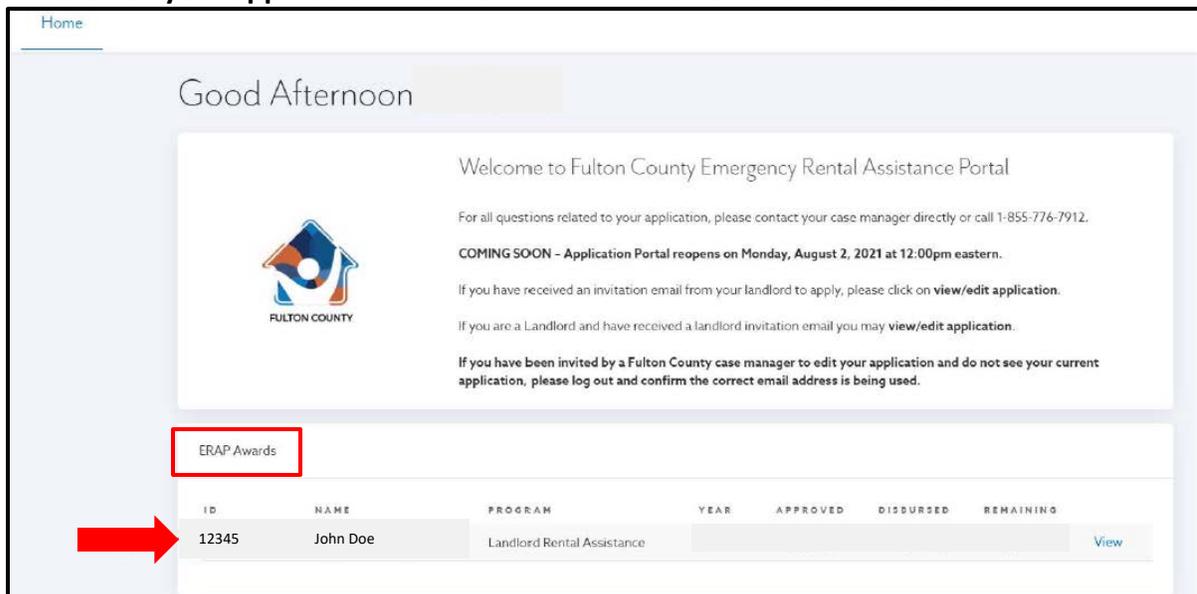


## Landlord Acknowledgments: Instructional Guide

Follow the instructions below to acknowledge the Program terms and conditions:

1. **Log into your Neighborly account.** You can access the application portal by clicking [here](#).
2. **Click on your application ID under “ERAP Award” on the Home screen.**



Home

Good Afternoon

Welcome to Fulton County Emergency Rental Assistance Portal

For all questions related to your application, please contact your case manager directly or call 1-855-776-7912.

COMING SOON - Application Portal reopens on Monday, August 2, 2021 at 12:00pm eastern.

If you have received an invitation email from your landlord to apply, please click on [view/edit application](#).

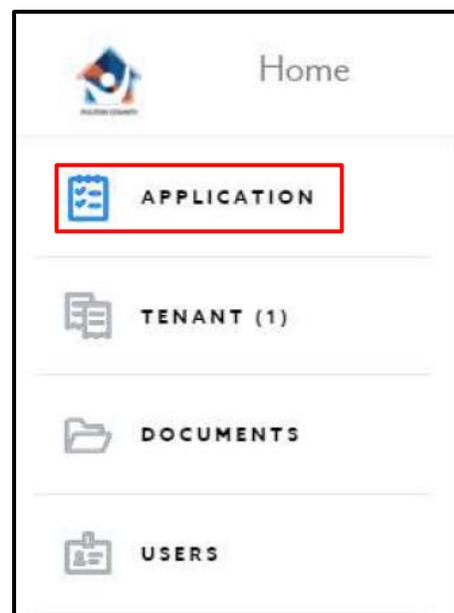
If you are a Landlord and have received a landlord invitation email you may [view/edit application](#).

If you have been invited by a Fulton County case manager to edit your application and do not see your current application, please log out and confirm the correct email address is being used.

ERAP Awards

ID	NAME	PROGRAM	YEAR	APPROVED	DISBURSED	REMAINING
12345	John Doe	Landlord Rental Assistance				<a href="#">View</a>

3. **Click the “APPLICATION” tab on the left side of the screen.**



Home

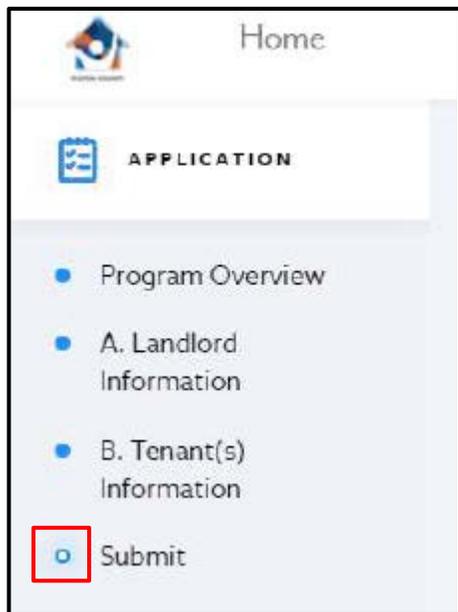
APPLICATION

TENANT (1)

DOCUMENTS

USERS

4. Once you click the “APPLICATION” tab, you will see four sections of your application: Program Overview, A. Landlord Information, B. Tenant(s) Information, Submit.



The **Submit** section should have a white circle with a blue outline next to it (see example to the left). Please contact your Case Manager if the circle is solid blue.

5. The **Submit** section of your application contains the Program terms and conditions. **Acknowledgment of the Program terms and conditions is required to receive rental payments on behalf of your Tenant(s).** Please read the terms and conditions carefully. When you are ready to complete your acknowledgements, please provide your electronic signature and click “Complete and Submit” at the bottom of the page.

If you have questions about accessing the Program terms and conditions, please contact your Case Manager or the Fulton County Rental Relief Program Call Center at 1-855-776-7912.