



# Department of Social Service

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## Landlord Assistance Application Process

**STEP 1.** Get an application. The application is available on [chap.clarkcountynv.gov](http://chap.clarkcountynv.gov) under the link “CHAP Landlord Assistance Program”.

**STEP 2.** Landlord fills out application. The following documentation is required before the application will be processed:

1. **Ownership documentation** – one per property. Acceptable proof of ownership documents include, but are not limited to a copy of the deed to the Property [Properties], a copy of the mortgage, or proof of homeowner’s/hazard insurance from the most recent year
2. **Lease Agreements** – one per unit on application
3. **Delinquency Notices** – one per unit on application
4. **COVID-19 Confirmation-** written confirmation that tenants on the application have had difficulty making rent payments as a result of loss of income due to COVID-19 (see Example 2: “COVID-19 Confirmation”).

**STEP 3.** Landlord provides **Tenant Notice** to all tenants included on the application.

### Notification Requirement for Tenants

Landlords applying for the Landlord Assistance Program must provide each Tenant included on the application with the “Tenant Notice: Clark County Landlord Assistance Program” information document prior to submitting the application (**see Example 1**). Submission of the Application certifies that the Landlord has provided the Tenant Notifications as required here. Copies of this do not need to be included in the application.

**STEP 4.** Landlord emails in application and documentation to [chaplandlords@clarkcountynv.gov](mailto:chaplandlords@clarkcountynv.gov). Application is reviewed by Clark County.

**STEP 5.** Landlord receives Determination Letter. If application is approved:

1. Clark County will notify tenant(s) that the landlord has received back rent and/or late fees on their behalf.
2. The landlord will receive a **Landlord Assistance Program Agreement**. They must have it signed and returned to the County.

**STEP 6.** County receives Agreement. County signs/fully executes the Agreement, sends a copy to the Landlord and mails a check to the Landlord.