

KANSAS EVICTION PREVENTION PROGRAM

LANDLORD'S GUIDE TO GETTING STARTED

- 1 Go to kshousingcorp.org/eviction-prevention-program
- 2 Complete online Landlord Certification.
- 3 Receive confirmation e-mail from KHRC.
- 4 Gather supporting documentation from tenant.
- 5 Enter tenant information and upload supporting documentation using the link provided in KHRC's confirmation e-mail.
- 6 Upload tenant certification or provide link for tenant to complete certification online.
- 7 Landlord and tenant both receive an e-mail when tenant completes the application.
- 8 Landlord and tenant both receive an e-mail notifying them if application is approved or denied.
- 9 If approved, Landlord receives ACH funds directly from KHRC, applies funds to the appropriate tenant account(s), and waives late fees for the months for which assistance was awarded.