

Project RESET

Relief from Evictions Starts
by Engaging Together

HOW DOES IT WORK?



WHAT ARE THE ACTION STEPS?

Landlords

To benefit from the program Landlords must:

- Complete an Eligible Application
 - Owner/Management company for rental property in Gwinnett County
 - Tenant(s) currently in arrears due to COVID-19
- Provide Required Documentation
 - Proof of Property Ownership/Management
 - o Warranty Deed
 - o Tax Assessment
 - o Property Management Contract with Owner
 - o Property Record Printout
 - Executed Lease
 - W-9 Tax ID
 - General Ledger (*Line item list of all rental arrears and associated fees*)
- Agree to, and Participate in, Settlement
- Complete Vendor Registration
- Complete Direct Deposit Registration

Tenants

To benefit from the program Tenants must:

- Complete an Eligible Application
 - Legal US Resident in Gwinnett County
 - Active executed lease (*at least three months remaining*)
 - Financially Impacted by COVID-19
- Provide Required Documentation
 - Photo ID (*Driver's License, State Issued ID, Passport, or Military ID*)

- Social Security Card
- Executed Lease
- Proof of COVID-19 Impact
 - o Letter from Employer, or
 - o Unemployment Letter, or
 - o COVID-19 Positive Test Result, or
 - o Contact Tracing Order from Department of Public Health, or
 - o Executed COVID-19 Impact Affidavit

Courts

Courts staff is responsible for:

- Program Marketing/Engagement
- Application Completeness Reviews
- Settlement/Dismissal Order Issuance

Nonprofit Partner

Our nonprofit partner is responsible for:

- Program Marketing/Engagement
- Eligibility Determination
- Settlement Negotiation
- Payment Requests
- Programmatic Reporting

Finance

Finance staff is responsible for:

- Vendor Registration
- Payment Processing
- Grant Compliance

Project RESET contact information

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