



Tenants who previously received UniteCT assistance may recertify with their SAME landlord who filled out their original application

Directions on how to Recertify:

- Login to your UniteCT application
 - The status of your original application will be, “Paid” because you have previously received assistance
- Under your “Case” tab, click the button, “**Recertify with SAME landlord**”
- Please note, you will create and submit a new application entry that will be linked to the information provided in your original application.
- If you move forward, you attest that every section of your original application is still accurate and true. If any information has changed, please edit that in your new application before you submit. Please review the entire application to ensure all information is correct.
- Once you submit, you will be given a new case number
 - Your landlord does NOT need to submit a new application. We will use their information from their original application.
- An auditor will review your file and reach out to you directly if they need any additional information.

Preregistration ✓

Representative Info ✓

Address ✓

Occupants ✓

Income ✓

Rental Info ✓

Landlord Info ✓

Utilities ✓

Documents ✓

Submit ✓

Current Case Summary

Case: 98630 - Paid

Applicant	Landlord	Case Worker	Submitted on
		Unassigned	Aug 18, 2021

Past Due Rent	Monthly Rent
\$0.00	\$0.00

Census Tract Qualified
No

① If your landlord is the SAME as you original application, click Recertify (Current Landlord).
If you have a NEW landlord, click Add New Case (New Landlord).

+ Recertify with SAME landlord + Recertify with NEW landlord

Figure 1: Screenshot of your application portal. The recertification button is under your “Case” tab.