



Tenants who previously received UniteCT assistance, but now have a NEW landlord, may recertify with their new landlord

Directions on how to Recertify:

1. Login to your UniteCT application
 - The status of your original application will be, “Paid” because you applied before with your old landlord
 - You are recertifying with a NEW landlord.
2. Under your “Case” tab, click the button, “**Recertify with NEW landlord.**”
3. Please note, you will create and submit a new application entry that will be linked to the information provided in your original application.
 - Two **new** tabs will show up in your application, the “Address” tab and the “Landlord Info” tab. The information in these sections should match your new lease agreement with your new landlord.
4. 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.
5. Once you submit, you will be given a new case number.
6. Your new landlord will receive an invite link to create their new application. Please remind them to check their email address.
 - If your new landlord does not receive an invite email, that’s okay! They can register for an account using the email address you put for them. Your application will show up in their portal. To register visit:
<https://ctdoh.rentrelief.com/content2/access/register>.

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