



Recertifying for an Additional 3 Months of Rental Assistance from UniteCT

Overview of Recertification:

- Recertification (or recertifying) is the process of applying for an additional three months of prospective rent from UniteCT.
- Tenants who have received less than \$15,000 in rental assistance for their household through UniteCT are eligible to recertify.
- Tenants initiate the recertification process, not the landlord.
 - If the landlord is the same as the original application, they do not need to submit additional information. Upon application approval, payment will be sent directly to the landlord, which is the same process as the first application. Payment options cannot be edited in the recertification process. Thus, if the landlord was paid by check or ACH in the first application, then this payment process will be the same for the recertification.
 - If the landlord is new, they will receive an invitation link sent to their email. The new landlord must complete and submit their application before the tenant will be considered for an additional three months of rental assistance.
- If the tenant has made a payment of any amount to their landlord for months that the household has received UniteCT assistance, the tenant should coordinate with their landlord to ensure their payments are credited to their account.

Who is Eligible:

1. Tenants who previously received UniteCT assistance may recertify with their SAME landlord who filled out their original application.
2. Tenants who previously received UniteCT assistance, but now have a NEW landlord, may recertify with their new landlord.
3. Tenants who previously applied to UniteCT who had a landlord that did not want to participate may recertify with a NEW landlord.



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.



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.

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Occupants ✓

Income ✓

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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.



Tenants who previously applied to UniteCT who had a landlord that did not want to participate may recertify with a NEW landlord

Directions on how to Recertify:

- Login to your UniteCT application
 - The status of your original application must be “*Denied No Appeal Allowed.*”
 - This means that your landlord refused to participate in the program, and you have found a new landlord who is willing to participate.
 - If your landlord refuses to participate, but your status is not “*Denied No Appeal Allowed,*” please call the Call Center to request that your status changes.
 - Call Center phone number: 1-844-UniteCT (1-844-864-8328)
- Under your “Case” tab, click the button, “**Recertify with NEW landlord.**”
- 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.
- 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.
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 - 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:
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An auditor will review your file and reach out to you directly if they need any additional information.

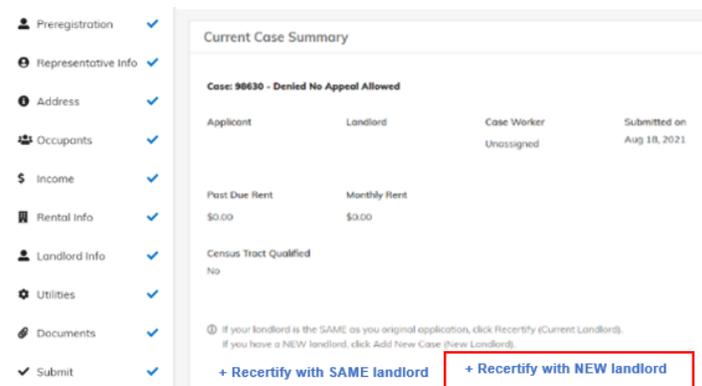


Figure 3: Screenshot of your application portal. The recertification button is under your “Case” tab.