State Assistance for Housing Relief (SAFHR)  
Landlord Recommender Instructions

Completing SAFHR Landlord Recommender Task

If the applicant (renter) is applying for Rental Arrears and/or Forward Rent, the applicant will be required to include information for the landlord of the unit they are seeking assistance. The Rental Arrears payment and Forward Rent payments must be made to the landlord, directly. After providing all of the required tenant information, the applicant will complete the SAFHR Landlord Recommender Task, which allows MHDC to request payment information from the Landlord in order to provide payment.

NOTE the following:

- The landlord is not “recommending” the applicant, “Recommender Task” is a default name in this system. This task is only for the landlord to provide information so MHDC is able to make a payment directly to them.
- The landlord cannot see the tenant application. The landlord can only see:
  - Tenant Name
  - Address
  - Amount of rent request
  - Assistance type (Rental Arrears / Forward Rent)
- Applicant cannot see the landlord information submitted. Applicant will only be able to see that their task has been completed.
Getting Started

1. The landlord will receive an email with a link to register or login to the online application system and provide their payment information. Click the link to register or login.

   Please click the button below to accept this request and begin working on your recommendation.

   ![Give recommendation button]

   [If the button is not clickable, please copy and paste this URL into your browser's address bar:
   https://safreregistration.link/041091c1000e6000/transition]

2. If landlord is a new user, landlord will be taken to a page to register as a new user.

   ![Registration form]

   By registering for an account, you agree to our terms of service and privacy policy.

   ![reCAPTCHA verification]

   CREATE ACCOUNT

3. Once you have completed this form click “Create Account” and complete the reCAPTCHA verification.

   ![reCAPTCHA verification]

   CREATE ACCOUNT
4. Once your account has been created you will be taken to a page to complete the landlord portion of the SAFHR application. If there is one task to complete for a single application, you will be taken directly to the landlord form.

You have been asked to provide a recommendation on behalf of:

Instructions:

**Instructions for Completing SAFHR Landlord Recommender Task**

You have 10 days to respond to this request.

You have received this request to complete the SAFHR Landlord Recommender Task because your tenant has applied for Rental Arrears and/or Forward Rent assistance through the State Assistance for Housing Relief (SAFHR) program, administered by the Missouri Housing Development Commission (MHDC) and behalf of the state of Missouri.

Scroll down to complete the landlord form.

**SAFHR Section 4: Landlord Information**

A tenant that lives in your property has initiated an application for rental assistance. Rental assistance payments through the SAFHR Program must be made directly to the landlord. The information you share will not be accessible to the tenant.

**1. Landlord Information**

<table>
<thead>
<tr>
<th>a. First Name</th>
<th></th>
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</thead>
<tbody>
<tr>
<td>b. Last Name</td>
<td></td>
</tr>
<tr>
<td>c. Company Name</td>
<td></td>
</tr>
<tr>
<td>d. Email</td>
<td></td>
</tr>
<tr>
<td>e. Address Line 1</td>
<td></td>
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<tr>
<td>f. Address Line 2</td>
<td></td>
</tr>
<tr>
<td>g. City</td>
<td></td>
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<tr>
<td>h. State</td>
<td></td>
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<tr>
<td>i. Zip Code</td>
<td></td>
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</tbody>
</table>
If there are multiple forms for the landlord to complete landlord will be taken to dashboard, where they should select “start” to complete the recommender task.

5. After completing the form, select “submit” at the bottom.

6. You will be asked to confirm your submission. Select “yes.”

Confirm recommendation submission

You will not be able to modify this recommendation after submitting. Are you sure you want to submit?

[Red circle around “YES” button]
7. After submitting, you will be notified that the recommendation has been received.

8. The tenant will be notified by email that you completed the landlord form and will log in to submit their SAFHR application.