



# 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.

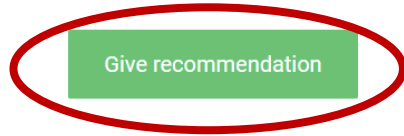
### **NOTE the following:**

- 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.
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## 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.



[I decline to give this recommendation](#)

If the button is not clickable, please copy and paste this URL into your browser's address bar:

<https://safhr.smapply.org/rcmdr/23410631/135643505/startacc>

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

First name


Last name

Email

Password


Confirm password

By registering for an account, you agree to our [terms of service](#) and [privacy policy](#).

I'm not a robot   
reCAPTCHA  
Privacy - Terms

**CREATE ACCOUNT**

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

I'm not a robot   
reCAPTCHA  
Privacy - Terms

**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:



[Preview application](#)

[Review SAFHR Renter Application Portal](#) 

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.

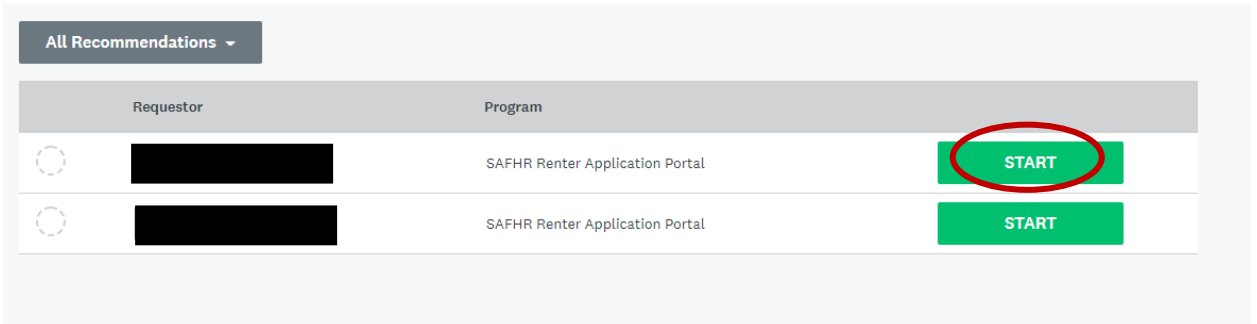
#### SAFHR Section 4: Landlord Information



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**

a. First Name	<input type="text"/>
b. Last Name	<input type="text"/>
c. Company Name	<input type="text"/>
d. Email	<input type="text"/>
e. Address Line 1	<input type="text"/>
f. Address Line 2	<input type="text"/>
g. City	<input type="text"/>
h. State	<input type="text"/>
i. Zip Code	<input type="text"/>

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.




	Requestor	Program	
	[REDACTED]	SAFHR Renter Application Portal	<b>START</b>
	[REDACTED]	SAFHR Renter Application Portal	<b>START</b>

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




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

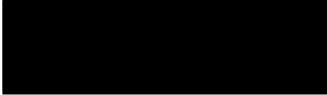


### Confirm recommendation submission

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

7. After submitting, you will be notified that the recommendation has been received.

 Recommendation received for:



Thank you for providing the Landlord Financial information on behalf of the SAFHR Program. Please watch the email account for the email address you provided for important notifications during the application review process.

[Download this recommendation](#) [Return to my recommendations](#) [Logout](#)

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