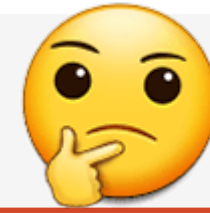


What happens with an application after it is submitted? Step 1-3



Step 1: Submit Application & Supporting Documents





- Event Type on DeKalb Portal**
- TLAC – Application Received**
Definition: Application received from the Landlord or Tenant
 - TLAC – Additional Documents Needed from Landlord** (used if applicable)
 - TLAC – Additional Documents Needed from Tenant** (used if applicable)

Step 2: Qualified/Disqualified for Program Participation




- Event Type on DeKalb Portal**
- TLAC – Program Participation Approved**
 - TLAC – Program Participation Denied**

Step 3: Participants forwarded to DeKalb Dispute Resolution Center or Atlanta Legal Aid to continue the process




- Event Type on DeKalb Portal**
- TLAC- Application Sent to Negotiator**
Definition: Application sent to the Negotiator for review

Access DeKalb County Portal
<https://ody.dekalbcountyga.gov/portal>

What happens with an application after it is submitted?

Step 4 - 6



Step 4: Agreement Reached or Not




Step 5: Judge Approves Order




Step 6: Grant Funds distributed to qualifying party based on Agreement




Event Type on DeKalb Portal

- TLAC – Consent Agreement**
Definition: Written outcome of the negotiation
- TLAC – Consent Agreement Utility Only**
Definition: Written outcome of the negotiation for utilities
- TLAC – Acknowledgment of Non-Agreement**
Definition: The Negotiation between the landlord and Tenant was unsuccessful

Event Type on DeKalb Portal

- TLAC to Judge for Review**
Definition: Judge review and Sign agreement
- TLAC – Final Application Verification**
Definition: Final review of the application and documents before payment is disbursed

Event Type on DeKalb Portal

- TLAC – Payment in Process**
Definition: Payment is being processed
- TLAC – Case Closed**
Definition: Case is closed