



PARTNERS

DeKalb County Government
DeKalb County Magistrate Court
DeKalb County Clerk of State & Magistrate Courts
DeKalb County Marshal's Office
Atlanta Legal Aid
Goodwill of North Georgia
DeKalb Dispute Resolution Center
Housing Authority of DeKalb County

WHAT IS THE TLAC?

The purpose of DeKalb County's Tenant-Landlord Assistance Coalition (TLAC) is to provide financial assistance to eligible households for the payment of rent, rent arrearage, utilities, utility arrearage and other housing costs incurred due to the COVID-19 pandemic.

WHO SHOULD APPLY?

Adult **tenants** in eligible households as well as **landlords** on behalf of tenants. Eligible households include one or more individuals who are obligated to pay rent on a residential dwelling and as a direct or indirect effect of the COVID-19 Pandemic:

- Qualified for unemployment benefits
- Experienced a reduction in household income
- incurred significant costs or experienced financial hardship



The program is designed to assist eligible families that have an annual family income of 80% of the median income for DeKalb County.

Annual family income limits are:

- Family of one: \$46,350
- Family of two: \$52,950
- Family of three: \$59,550
- Family of four: \$66,150

HOW TO APPLY

1. Visit www.dekalbcountyga.gov/renthelp
2. Complete Tenant or Landlord Application
3. Submit application and supporting documents to [eFileGA](#)

NEED HELP?



WWW.DEKALBCOUNTYGA.GOV/RENTHelp



RENTHelp@DEKALBCOUNTYGA.GOV



404-371-3201



TO MAKE AN APPOINTMENT FOR IN PERSON ASSISTANCE -> [WAITWHILE](#)

REQUIRED INFORMATION

For Tenants

- Contact information that includes email and phone number
- Lease Agreement (something that states the rental terms)
- Wage Statement or signed declaration
 - Example: W-2 form, Tax Return, Income Declaration, Unemployment Documentation
- Magistrate Court Notice (if applicable)
 - Example: Dispossessory Warrant/Eviction Warrant
- Past Due Utility Notice(s) (if applicable)
- Any other documentation that indicates risk of homelessness

For Landlords

- Contact information that includes email and phone number
- Lease Agreement (something that states the rental terms)
- Tenant Wage Information
- Documentation of Payments
 - Example: Payment Ledger, Itemized Statement, Proof of Money Owed from Tenant
- Magistrate Court Notice (if applicable)
 - Example: Dispossessory Warrant/Eviction Warrant
- Tenant Utility Bills Issued (if applicable)
- Documentation of Rental Assistance Subsidy (if applicable)

WWW.DEKALBCOUNTYGA.GOV/RENTHelp



TLAC Application Process Quick Guide

Step 1 – Case Verification

- Please verify if there is an existing **Open** case located on DeKalb County Portal, <https://ody.dekalbcountyga.gov/portal>
 - If you locate an **Open** case in the system, check the status of your TLAC Application TLAC Case Numbers = **Case Filed Date (Last 2-Digits) + R** (DeKalb Tenant-Landlord Assistance Coalition) or **D** (Magistrate Dispossessory – Non-Payment of Rent) + **5-Digit Case Number (i.e., 21R00000 or 20D00000)**
 - If you locate an existing case and it is **Closed** or **Administratively Closed**, begin the application process on eFileGA (**Use Google Chrome or Firefox ONLY**)
 - If you do not locate an **Open** case in the system, begin the application process on eFileGA <https://efilega.tylertech.cloud/OfsEfsp/ui/landing>

Step 2 – Create User Account

- You are required to create a user account on eFileGA to submit the application. If you have an existing account, please proceed to sign into your account

Step 3 – Account Activation

- Check your email box to activate your account

Step 4 – Sign In

- Sign in with your user email address and password

Step 5 – Start Application

- Follow the steps in eFileGA to process your application process

Step 6 – Upload Documents

- Upload the required documents (**PDF Documents ONLY**)

Step 7 – Review

- Review your application and required documents

Step 8 – Submit

- Submit your application

Step 9– Application confirmation

- After your application is submitted, you will receive a case and envelop number in your email.

Step 10– Application Status

- Use your Case number to Check the DeKalb County Portal for your case status within 24 hours <https://ody.dekalbcountyga.gov/portal>

Make an appointment to come into the office for assistance – click here [WAITWHILE](#)