

Landlord / Property Manager Statement & Caseworker Verification

(For rental payment assistance)

Landlord / Property Manager Statement

Instructions: Landlord / Property Manager must complete the section below. In order for a rent payment to be processed, the Landlord/Property Manager **MUST** complete and **SIGN** the section below.

I verify that I will be/am the Landlord/Property Manager for:

Name of Tenant/Client

who will be / is residing at:

Rental Property Street Address

City, State Zip Code

and will be/is legally responsible for a rent payment in the amount of: \$ _____ (Base Rent) per month, which is the basic monthly rent and does not include any other fees (i.e., late fees, legal fees, deposits, fees for other services, insurance, and option products). Rent will be / is due on the: _____ (day of the month – i.e., 1st) and considered late on the: _____ of each month.

Renter will owe / owes the following other fees: \$ _____

Total amount due \$ _____

Renter presently will owe/owes the above-noted base amount for the month/year of: _____

I agree that the Renter **will not be evicted** or **otherwise displaced** for **non-payment of rent** for the period being paid, if the monthly rent amount to be paid is received. Furthermore, I agree to accept rental assistance or other type of funds for the payment of rent. I understand that the checks may take up to 14 days to be processed and that the payment will be sent from: _____ . I agree to waive any late fees incurred due to late payment.

Make check payable to:

Printed Name of Landlord/Property Manager

Name of Apartment Complex

Signature of Landlord/Property Manager

Date

Landlord/Property Management Street Address

City/State/Zip Code

Phone Number

Caseworker Verification

Instructions: Agency caseworker must complete section below; incomplete documents will result in delayed payment processing.

I confirm that the above Landlord/Property Manager Statement has been verified as correct:

Period covered (Month/Day/Year): from _____ to _____

One month's base Rent: _____ Other fees: \$ _____

Amount to be paid by AHH BN BN-WP FEF \$ _____

Amount to be paid by Renter or other sources: \$ _____

CM Name/Signature

Date