**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**.

|  |  |  |
| --- | --- | --- |
| This is to confirm that |       | has been approved to rent a(n) |
|  (Renter’s Name) |
| [ ]  apartment [ ]  house [ ]  mobile home [ ]  condo [ ]  room, located at: |
|       |
| (Rental Property Address, City, State, Zip Code) |
| Agreement Effective: |        |  Ending: |        |
|  (date) (date) |
| Monthly rental payment amount (only base rent; does not include any other fees):  | $       | due on: |       |
|  (Date Monthly Rent will be due. i.e. 1st of the month) |
| Move-in rent amount (if prorate):  | $       | due on: |       |
|  (date) |
| Deposit amount:  | $       | paid on: |       |
|  (date) |

Rent is due on the:       (day of the month – i.e., 1st) and considered late on the:       of each month.

Will this be a month to month lease? [ ]  Yes [ ]  No

Additional Notes: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

|  |  |
| --- | --- |
|  |       |
|  |  (Name of Owner or Property Manager That the Check will be Made Out to) |
|  |       |
|  |  (Address) |
|  |       |
|  |  (City, State, Zip Code) |
|  |       |
|  |  (Phone Number) |
|  |       |
|  |  (Fax Number) |
|  |  |
|  |  (Signature of Landlord or Property Manager Staff) |

|  |  |  |  |
| --- | --- | --- | --- |
| Verified by: |  | Date: |  |
|  | (Caseworker Name) |  |  |