**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) |  |  |