



Fuel and Electric Assistance Program

# Landlord Verification



**This form must be completed and signed by the Landlord/Property Manager.**

Property Owner Name \_\_\_\_\_ Manager Name \_\_\_\_\_

Mailing Address \_\_\_\_\_ City \_\_\_\_\_ Zip Code \_\_\_\_\_

Email address \_\_\_\_\_ Phone \_\_\_\_\_

Tenant Name \_\_\_\_\_ Phone \_\_\_\_\_

Rental Address \_\_\_\_\_ City \_\_\_\_\_ Zip Code \_\_\_\_\_

Initial Date of Occupancy \_\_\_\_\_ Number of adults (18+) \_\_\_\_\_ Number of children \_\_\_\_\_

Please list the name(s) of everyone living in the household: \_\_\_\_\_

Monthly Rental Amount: \$ \_\_\_\_\_ Is rent past due? ☐ Yes ☐ No If yes, by how much \$ \_\_\_\_\_

Is rent subsidized? ☐ Yes ☐ No If yes, tenant portion: \$ \_\_\_\_\_/mo

Rental is: ☐ Single Family ☐ Duplex ☐ Multi (3+) fam ☐ Condo ☐ Mobile Home ☐ Room ☐ Hotel/Motel

# of Rooms in Home: Bedrooms \_\_\_\_ Kitchen/Dining \_\_\_\_ Living/Family \_\_\_\_ Other \_\_\_\_ Total rooms \_\_\_\_

*Do not include bathrooms, closets/pantries, hallways, unheated attics/basements/porches, etc*

Primary Heat Type ☐ Oil ☐ Kerosene ☐ Propane ☐ Electric ☐ Natural Gas ☐ Wood/Pellets

Utilities Included: ☐ Heat\* ☐ Electric ☐ None

**\*Heat Included? Review & complete page two!**

**By signing this form, I swear that the above information is true, complete, and accurate.** I understand that if I knowingly give inaccurate or incomplete information pertaining to the tenant's eligibility for the program(s), I am breaking the law and can be prosecuted; conviction may result in imprisonment and/or fine.

If heat is included in rent, I acknowledge that I have reviewed both pages of this agreement and that this agreement is legal and binding and affix my signature with the understanding that I do so under penalty of perjury.

\_\_\_\_\_  
PROPERTY OWNER/MANAGER'S SIGNATURE

\_\_\_\_\_  
DATE

\_\_\_\_\_  
PROPERTY OWNER/MANAGER (Print Name)

\_\_\_\_\_  
DATE

## Households with Heat Included in Rent – Fuel Assistance Agreement

For eligible households with heat included in rent, Fuel Assistance Program benefits will be paid directly to the landlord. Please review the important information below:

- As heat is included in rent, the property owner assumes full responsibility for heating the premises.
- If the tenant is eligible for an assistance benefit, the agency will make a payment to the property owner.
- Payments will be made payable and sent to the name and address indicated below.
- The property owner agrees that the named tenant's rent will be reduced by the amount of the payment.
- The property owner agrees that the rent shall not increase because of the benefit payment.
- The property owner agrees that, should the tenant move out before the full amount of the benefit is utilized, the owner will refund any unused portion of the benefit to the tenant directly.
- The property owner affirms that the named tenant's rent is not subsidized, in part or whole, by State or Federal Housing program. Tenants with subsidized rent AND heat included in rent are not eligible.

Payment is to be made to (select one):

☐ Property Manager

☐ Property Owner

Name and address for payment below:

Property Manager/Owner Name \_\_\_\_\_

Mailing Address \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip Code \_\_\_\_\_

**NOTE: A requirement for payment is an updated W-9 IRS Form.**

**The landlord information on this form for payment must match the information on the W-9 IRS Form.**