



## JACKSON COUNTY LANDLORD VERIFICATION FORM EMERGENCY RENTAL ASSISTANCE

Instructions: Steps 1-4 must be completed by the landlord/manager in their entirety. This form must be completed along with W-9 Form. If these are not completed, then the Tenant Application will be denied.

Please Note: If the tenant is approved, Jackson County will issue the payment within 20 days from the date of approval.

### Step 1: Tenant Information

Last Name: \_\_\_\_\_ First Name: \_\_\_\_\_

Tenant Address: \_\_\_\_\_

The monthly rent payment of \$ \_\_\_\_\_ is due on the \_\_\_\_\_ day every month and includes:

Check all that apply:  Heat  Water  Electricity  Garbage

Is Tenant rent subsidized?  Yes  No If yes, how much in subsidized housing do you receive \$ \_\_\_\_\_

The total amount of past due or owed rent is \$ \_\_\_\_\_ and includes past due amount(s) for the month(s) of:

January  February  March  April  May  June  
 July  August  September  October  November  December

### Step 2: Landlord / Property Manager Information

Individual / Sole Proprietor: Name: \_\_\_\_\_

Business Name: \_\_\_\_\_ DBA: \_\_\_\_\_

Payment Remittance Address: \_\_\_\_\_

Phone Number: \_\_\_\_\_ Email: \_\_\_\_\_ Tax ID: \_\_\_\_\_

### Step 3: Vendor Registration

Complete W-9 Form – required to register or update current vendor information with our accounting department.

### Step 4: Landlord Verification

Type of Rental:  Apartment  House  Mobile Home  Lot Rent

List all individuals named on the lease \_\_\_\_\_

List the names of all adults living in the home: \_\_\_\_\_

Are there any minor children (under the age of 18) living in the home?  Yes  No

By signing below, I am the Landlord or am authorized to sign on its/their behalf and certify all the following as it relates to the Tenant and the members of their household (collectively, "Tenant"), and participation in the program:

- A. Any assistance payments received will be applied only towards rent and utilities, owed by Tenant for the awarded period.
- B. No collection or legal actions will be taken against Tenant for Fees for the awarded period.
- C. Any outstanding eviction judgment against Tenant will be vacated in its entirety, and any current eviction action against Tenant will be dismissed for the awarded period.
- D. I am willing to accept General Assistance payment for rent based on the timeframe outlined above, and will not assess a late fee against the above-named tenant(s) due to the time it takes to receive payment.
- E. I certify that I am not related to any of the above-named tenants.

Signature of Landlord / Property Manager Named Above

Date