



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: Tennant Information

Last Name: _____ First Name: _____

Tennant Address: _____

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

Check all that apply: ☐ Heat ☐ Water ☐ Electricity ☐ Garbage

Is Tennant 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