



Fuel and Electric Assistance Program



# Landlord/Housing Verification

**If heat is included in housing cost, this must be completed & signed by the Landlord/HOA/Condo Assoc.**

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

Mailing Address \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_\_ 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:  Apartment  Condo  Duplex  Mobile Home  Single Family  Room  Hotel/Motel

Is there a Condo Association or HOA fee with heat included?  Yes  No

# of Rooms in Home: Bedrooms \_\_\_\_\_ Bathrooms \_\_\_\_\_ Kitchen \_\_\_\_\_ Dining Rm \_\_\_\_\_ Living Rm \_\_\_\_\_ Total Rooms \_\_\_\_\_

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

Primary Heat Type  Oil  Kerosene  Propane  Electric  Natural Gas  Wood  Pellets

Secondary Heat  Oil  Kerosene  Propane  Electric  Natural Gas  Wood  Pellets  None

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 or association costs, 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 Housing/Rent– Fuel Assistance Agreement

For eligible households with heat included in rent/housing cost, Fuel Assistance Program benefits will be paid directly to the landlord (or HOA/Condo association). 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 propertyowner.
- Payments will be made payable and sent to the name and address indicated below.
- The property owner agrees that the named tenant’s rent/cost will be reduced by the payment amount.
- 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.

For mailing purposes only, please indicate who the payment should be mailed to (select one):

- Property Manager
- Property Owner
- Condo or Homeowners Association

Name and address for payment below:

Name \_\_\_\_\_

Physical Address \_\_\_\_\_

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

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

Payment will be made within 45 days after the date the benefit notification is sent.

**NOTE: A requirement for payment is an updated W-9 IRS Form for the person/entity named above.**