



Relief & Resource Supports Landlord Information Form

Dear Landlord/Property Manager:

A current or prospective tenant or yours has applied to SCCAP's Relief & Resources initiative for help to pay back rent or first month's rent and or security deposit. In order to receive payment from the program, it is necessary that you provide certain information. **No payment will be released until all necessary paperwork is completed by you and the tenant.**

The following is a list of the information that will be needed:

Notice to Quit or Court Ordered Eviction Notice Every tenant requesting help to pay past due rent must have a Notice to Quit of Eviction Notice. **It must specify months included in the past due rent, total amount currently due. We cannot pay any fees or court costs.**

- LANDLORD'S STATEMENT OF RENT OR INTENT TO RENT** This form provides the necessary information to begin process the tenant's application. This lists the amount the tenant needs to prevent eviction or to move in. We will also need a copy of the unsigned lease for those applying for first month's rent or security deposit and a signed lease for those requesting assistance with past due rent. We can only provide help if there will be a lease between the landlord and tenant. Tenants should not sign the lease until after they have received approval for assistance.
- W9** – It is required that you provide your federal tax identification number. You will receive a 1099 from the program for the amount of funds paid on behalf of your tenant. Payment will be made payable to the name listed on the W9. **A P.O. BOX ADDRESS IS NOT ACCEPTABLE. A PHYSICAL ADDRESS IS REQUIRED.**

PAYMENT AGREEMENT – When the tenant has been determined eligible for assistance and before any funds can be released, SCCAP will provide a Payment Agreement. The agreement will spell out how much is owed to the landlord, the tenant's portion of payment, other agencies payments, SCCAP's payment amount and anticipated date of payment. SCCAP makes all payments out to the Landlord. This form is confirmation that SCCAP will be providing assistance.

No payment will be released until all applicable paperwork is received by SCCAP from the landlord and the tenant.

If you have any questions, please reach out to the office in your county listed below.

Adams County Main Office
153 North Stratton Street
Gettysburg, PA 17325
adamsRR@sccap.org
717-334-7634

Franklin County Main Office
533 South Main Street
Chambersburg, PA 17201
franklinrr@sccap.org
717-263-5060



Landlord's Statement of Rent or Intent to Rent

Tenant's name: _____

Please complete the following information and return to SCCAP as soon as possible. This information is necessary to assess possible financial assistance for the client/tenant.

This is NOT a contract or letter of agreement but is a required part of the eligibility process.

PLEASE PRINT

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LANDLORD INFORMATION

Landlord Name: _____

Landlord's Mailing Address: _____

Phone Number: _____ Email: _____

Property Address: _____

I attest that all information on this form is accurate and true. I also agree to allow the tenant to stay if all past due rent is paid. (This does not negate the landlords ability to file for eviction if the tenant is late again in the future.)

Landlord Signature: _____ Date: _____

Complete If Current Tenants with Past Due Rent

Monthly Rent: \$ _____ Current Past Due Rent: \$ _____

What months are included in past due rent: _____

Late/Court fees: \$ _____ Total Amount Currently Owed: \$ _____

Complete If A Potential New Tenant Who Needs First Month's Rent or Security Deposit.

First Months or Prorated Rent: \$ _____ Security Deposit: \$ _____

Total Due: \$ _____ Lease Start Date: _____

We will need a copy of the lease. Client should not sign the lease until after they are approved for assistance. If the lease is signed before we meet with them we will not be able to assist them.

