



**DEPARTMENT OF HUMAN SERVICES LANDLORD STATEMENT
TO BE COMPLETED BY LANDLORD
THIS IS NOT A CONTRACT - ALL QUESTIONS MUST BE ANSWERED**

I/EDR:05

Please check one:

- New Move
- Add On
- Rent Increase
- Other: _____

Client name (print): _____ Case Number: _____ Move in Date: _____

Address of Property: _____ City/Town: _____ State: _____ Zip: _____

Check type of Dwelling

- Apartment (# _____) House Amount of Monthly Rent \$ _____ Client's Share \$ _____
 Hotel/Motel Trailer If Increase, effective Date _____
 Rooming House Room in Private House Is rent past due? Yes No If yes, how much: _____

Check the items below that **ARE** included in the rent:

- Heat Water/Sewer
- Electric Cooking Fuel
- Stove Refrigerator
- Furniture Meals # _____

If heat is **NOT** included in rent check, type of **FUEL** used:

- Natural Gas Wood
- Electricity Oil
- Propane Other _____

Separate Meter for each apartment? Yes No

Does Furnace Heat: Apartment Only or Entire House?

Is Rent Subsidized? No Yes Name of Subsidizing Agency _____

Name of Person Paying Rent _____ Total number of people residing in dwelling _____

List ALL Residents in Property – (even if that tenant is not applying)

| <u>Name of tenants</u> | <u>Relationship</u> | <u>How long they have lived there?</u> | <u>Type of income/ Source of income</u> | <u>Case #</u> |
|------------------------|---------------------|--|---|---------------|
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THE TENANT IS AND REMAINS RESPONSIBLE FOR PAYMENT OF RENT.

DHS IS NOT RESPONSIBLE FOR NOTIFYING THE LANDLORD OF A TENANT'S INTENTION TO VACATE THE PROPERTY.

IT IS THE TENANT'S RESPONSIBILITY TO NOTIFY THE LANDLORD WHEN VACATING THE PROPERTY.

Have you accepted a cash security deposit? Yes No

Are you requesting a DSS Landlord/Tenant Security Agreement? Yes (*Please read the directions on the back of this form) No

Are you requesting rent be paid directly by DSS? Yes (Vendor # _____) No

If you have any questions, you may call our Landlord Hotline at (585) 753-6034. / To Obtain a Vendor Number, Call: 753-6663.

Property owner's name (print) _____ Day Phone _____

Landlord/Authorizing Agent Signature _____ Date _____

Address _____ Day Phone _____

City _____ State _____ Zip _____ Evening Phone _____

Client Signature _____ Date _____ Day Phone _____

If anyone other than the Property Owner, you **MUST** supply a copy of the Management Agreement, LLC, Trust or other authorizing paperwork outlining who is authorized to sign and receive rents. The LL Statement will not be processed without this information.

- THIS SECTION FOR DEPARTMENT USE ONLY -

Violations RGE UVR UTX Assessor Address Split L/L Contacted Landlord/Tenant Approved Y N

Type of Dwelling Sgl Mult If no, why? _____

Date Received _____ Unit/Worker _____

Address of Property: _____ City/Town: _____ State: _____ Zip: _____

Case Number:

MCDHS is a National Voter Registration Site. If you are interesting in registering to vote, please check the box below so a voter registration form can be mailed to you.

Attention Property Owner

Please note that rent and/or a Landlord Tenant Security Agreement (LTA) can not be authorized if the premises has been cited for health and safety violations.

If you are requesting a Landlord Tenant Security Agreement (LTA) a Move-in inspection is required when an LTA is being used to secure the premises against Client/Tenant caused damages. You may schedule a Move-in inspection up to 14 days in advance of the anticipated move in date. If for some reason your prospective tenant does not move in the inspection will be valid for 30 days.

To schedule an inspection contact:

Contact the Housing Council at their website at www.RocLandlords.com, or by phone at (585) 546-3700- ext. 3010

If your request for an LTA is approved the Client/Tenant's worker will send you two (2) copies of the LTA. Once you have secured the Client/Tenant's signature on the LTA a copy should be given to the Client/Tenant and the original should be retained for your records. If it becomes necessary to file a claim on this agreement you will need to send a copy of this form in with your claim. Please **do not** send a copy of the LTA to this Department **until** you are filing a claim for unpaid rent and/or damages.

Please note that the Landlord Tenant Security Agreement is **not** valid unless the Client/Tenant has signed the Landlord Tenant Security Agreement.