

Landlord Packet

- **Landlord Verification to be completed by landlord**
- **Landlord to include the following:**
 - **Lease or Land Contract**
 - **Past Due Notice, 3 Day Notice, Eviction Notice or ledger account of payments**
(a document is included for Past Due Notice if needed)
 - **W9 required for new landlords that have not worked with OIC (*Property Management Agreement may also be required if not on file*)**



Landlord Verification and Agreement for Program Participation

Tenant Customer _____

Property Address _____

Table with 3 columns: Month, Rent Charge Type (i.e. late rent, late fees), Amount Owed. Multiple empty rows for data entry.

Landlord Agreement:

I, (Landlord/organization name) _____ agree to accept the amount provided by OIC of Clark County _____ (agency name) for the above tenant to cover expenses back to April 1, 2020. I further agree to not increase the rent costs prior to receipt of American Rescue Plan Home Relief Grant (ARPHRG) payment or to evict the tenant for nonpayment for the months covered through this assistance program. Landlord also agrees to provide a copy of the "receipt of funds" to the tenant.

Landlord Signature _____

Date _____

Landlord Name Printed _____

Phone Number _____

Mailing Address: _____

Email Address _____

PAST DUE RENT NOTICE

Tenant/Customer Name: _____

Property Address: _____

We have not yet received your rent for the months of:

_____	_____
_____	_____
_____	_____
_____	_____
_____	_____

Please make payment immediately in accordance with the terms and conditions of your rental agreement.

Monthly Rental charge: \$ _____

Number of months late: _____

TOTAL AMOUNT DUE: \$ _____
(as of date on this notice)

Thank you for taking care of this matter immediately!

Date: _____

Landlord _____

Landlord Address _____

Landlord Phone number _____

