



LANDLORD VERIFICATION FORM

For Staff Use Only
IRS W9
ACH Information

Date \_\_\_\_\_

To: Agency on behalf of \_\_\_\_\_
(Tenant Names on Lease)

From: \_\_\_\_\_
(Landlord/Management Co)

This is to inform you that I shall accept the payment of \$ \_\_\_\_\_ for rent covering the
(Total amount due from below)

period of \_\_\_\_\_ to \_\_\_\_\_ for the premises located at:
(MM/DY/YEAR) (MM/DY/YEAR)

(Client/Tenant Property Address)

Future monthly rent payments are \$ \_\_\_\_\_ and
is due \_\_\_\_\_ of the month.

I certify that I understand:

- All funds will be directly deposited into my account unless I specifically request a paper check which would be mailed to the address provided on the IRS W-9 form.
It may take at least 10 business days from approval before I receive the funds.
Processing will only begin once the client/tenant has been approved for service.
Completion of this form does NOT guarantee client/tenant approval.
Failure to submit a complete/accurate IRS W-9 form may further delay payment.
Falsification or omission of any information on this form, any program paperwork or any other documents may cause denial and/or termination of any program payments offered by CHAP.
Cooperation must occur with any CHAP funded agency as needed in the collection of any records and documents necessary to confirm tenant eligibility.

Table with 3 columns: Description, MM/YYYY, AMOUNT. Rows include Rent, Late Fees, Other, Deposit, and TOTAL.

In exchange for payment of funds by CHAP, I agree, on behalf of myself, my business entities, principals, agents, and assigns, to not initiate any legal proceeding or collection effort against any of the above Tenants for unpaid rent, late fees, or other fees or charges relating to occupancy of the dwelling unit retroactive to March 1, 2020, through and until the present date or the end of period for which rent is being paid, whichever is longer, and all claims regarding such amounts are hereby waived and released.

Print Name: \_\_\_\_\_ Signature: \_\_\_\_\_

Telephone Number: \_\_\_\_\_ Email: \_\_\_\_\_

Check Mailing Address: \_\_\_\_\_