



Memories Start Here

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FOR CODE ENFORCEMENT USE ONLY

INSPECTED BY: \_\_\_\_\_

DATE: \_\_\_\_\_

Landlord Verification of Rental Unit

(THIS FORM MUST BE COMPLETED BY THE LANDLORD OR UNIT MANAGER)

Tenant's name: \_\_\_\_\_

Number of tenants occupying unit: \_\_\_\_\_

Number of adults: \_\_\_\_\_

Number of children: \_\_\_\_\_

Is this person currently occupying this unit? Yes No

If no, when is the unit available? \_\_\_\_\_

If yes, when did they move in? \_\_\_\_\_

Is a security deposit required? Yes No

If yes, how much? \_\_\_\_\_

Is the tenant a relative of the owner? Yes No

If yes, relationship: \_\_\_\_\_

Rent amount \$\_\_\_\_\_/weekly

\$\_\_\_\_\_/monthly

Rent due date: \_\_\_\_\_

Does the tenant receive rent subsidy from another agency? Yes No

If yes, what is the tenant's portion of the rent \$\_\_\_\_\_/weekly

\$\_\_\_\_\_/monthly

Is the rent current at this time? Yes No

If no, what is the amount owed: \_\_\_\_\_ and for what period of time: \_\_\_\_\_

Date rent was last paid: \_\_\_\_\_ Amount paid: \_\_\_\_\_

Address of rental unit: \_\_\_\_\_ Apt/room number: \_\_\_\_\_

Type of rental unit:    single house      apartment house      mobile homes      rooming house      other

Total number of rooms: \_\_\_\_\_ Total number of bedrooms: \_\_\_\_\_

Utilities included:    heat      electricity      gas      hot water      water/ sewer

If unheated, how is the unit heated?    electric    gas    oil    other: \_\_\_\_\_

Legal owner of the property: \_\_\_\_\_

Address: \_\_\_\_\_

Home phone: \_\_\_\_\_ Cell phone: \_\_\_\_\_ Business phone: \_\_\_\_\_

Email: \_\_\_\_\_

Manager or agent for the above owner: \_\_\_\_\_

Address: \_\_\_\_\_

Home phone: \_\_\_\_\_ Cell phone: \_\_\_\_\_ Business phone: \_\_\_\_\_

Email: \_\_\_\_\_

Make check payable to: \_\_\_\_\_

Address: \_\_\_\_\_

**NOTICE:** This form is not intended to imply that the prospective tenant/tenants are either eligible for assistance or that they will necessarily be renting an apartment from you. It can/will be used to verify residence or accommodations. If the tenant is found eligible for rental assistance, a voucher will be given for payment. The voucher must be signed by the legal owner of the property or their agent and returned to this office for payment. The voucher must be returned within 30 days of the date issued or they will expire and become void. A W-9 tax form will be required before any payments will be issued. All rental payments will be made directly to the landlord, not the tenant. Any rental payments may be subject to a building inspection if one has not been completed in the past year. Any deficiencies must be corrected within a reasonable amount of time specified by the city's Code Enforcement Officer. In accordance with Maine law (17 MRSA §453) any persons found guilty of providing false information may be prosecuted for committing a Class D crime.

Signature \_\_\_\_\_ Date \_\_\_\_\_

(Owner or Agent)