



Landlord Checklist

PROOF OF AUTHORITY TO RENT PROPERTY

Landlords must supply documentation detailing authority for rental property and obligation for rent amount.

The landlord / utility provider must provide one (1) of the following to establish ownership of property / customer of utility provider:

- Title of Ownership or Property Management
- Documentation that applicant is a current utility customer

PROOF OF TAXPAYER IDENTIFICATION

Landlords must supply a social security number or taxpayer identification number on Form W-9.

The landlord must provide the following to establish eligibility:

- Form W-9* (PAYMENTS WILL ONLY BE SENT TO THE ADDRESS PROVIDED ON THE W-9)

*Instructions for completing the W-9 form will be on the application portal

LEASE DOCUMENTATION

Landlords are requested to provide a valid agreement detailing monthly rent amounts, utility costs, and additional terms.

The landlord is requested to provide one (1) of the following to establish eligibility:

- Copy of current lease (preferred), OR
- Utility bill (preferred), OR
- Documentation demonstrating a rental / utility agreement (Examples: rent checks, money orders, ledgers)