



**CITY OF FORT WAYNE LANDLORD EMERGENCY RENTAL
ASSISTANCE PROGRAM
LANDLORD/TENANT FORM & ATTESTATION**

Prior to submission, with your application, make sure the following are complete:

1. Section A is complete and accurate.
2. Option 1, Option 2 or Option 3 are complete and accurate in Section B.
3. The landlord has attached a completed and signed W-9 or has indicated prior submittal.

SECTION A – LANDLORD AND TENANT INFORMATION

Landlord or Landlord's Agent: _____

("Landlord") Phone number: _____ Email: _____

Mailing Address: _____

City: _____ State: _____ Zip Code: _____

1. Tenant. Tenant and/or landlord is seeking rental assistance for the following tenant's household

("Tenant"): First Name: _____ Last Name: _____

Phone number: _____ Email: _____

Mailing Address: _____

City: _____ State: _____ Zip Code: _____

2. **Unit.** Tenant rents and currently occupies a rental unit (“Tenant’s Unit”) from Landlord located at:

Rental Address: _____ Unit # _____

City: _____ State: _____ Zip Code: _____

3. **Rent.** Tenant has agreed to pay Landlord \$_____per month in rent. This is the tenant paid portion of the rent and does NOT include rental subsidies received by the tenant/landlord from federal, state or local assistance programs such as housing choice voucher, project based rental assistance or public housing)

4. **Past Due Rent.** Tenant owes Landlord the following past due rent, including utilities paid directly to Landlord, from **March 13, 2020 through the application date:** \$_____.
(Late fees are permitted only if legal and included in an existing lease.)

5. **Future Rent.** Tenant’s unpaid rent due for the next three months after application submission:

Note: this should be future rent due to the landlord that is not yet past due. Total past due rent should be included in question 4.

Month and Year _____ Rent due \$ _____

Month and Year _____ Rent due \$ _____

Month and Year _____ Rent due \$ _____

6. **Application of Funds.** Landlord understands payment must be applied to the rent (including any utilities and late fees) noted in this application. Landlord understands that Tenant may apply for additional rent payments in 2021, up to three months at a time dependent upon fund availability and program guidelines.

7. **No Other Governmental Rental Assistance.** The above rent amounts have not been and will not be paid by any other governmental rental assistance.

8. **No Rent Increase or Eviction for Nonpayment.** Landlord agrees not to take any action to evict Tenant for nonpayment of rent or any related costs for the months they are paid from this program.

9. **Notification to Tenant.** Landlord will provide Tenant with a copy of this form for submittal with the tenant’s application.

10. W-9. Landlord: _____ submitted a W-9 to rent@cityoffortwayne.org; or

_____ previously submitted a W-9 in connection with this program to rent@cityoffortwayne.org

11. **Multiple tenants.** Do you have other tenants who have applied or that you expect to apply as part of this program?

_____ **Yes** _____ **No**

12. Please indicate if you would like to receive rent payments on behalf of the Tenant by direct deposit. Please note this option is only available to landlords with multiple tenants:

_____ **Yes** _____ **No**

SECTION B – LANDLORD/TENANT ATTESTATION

OPTION A: PARTICIPATING LANDLORD ATTESTATION AND SIGNATURE COMPLETE THIS SECTION IF YOU AGREE TO PARTICIPATE IN THE PROGRAM

By checking this box I agree to participate in the Emergency Rental Assistance program as outlined above and accept payment for rent owed by the tenant listed on this form

I certify, attest, and affirm under penalty of perjury that the above information is complete and accurate to the best of my knowledge and belief. I authorize the US Department of Treasury and the City of Fort Wayne to verify and investigate such information with my full cooperation at any time. I understand that providing false or misleading statements or omissions to the United States Government and the City of Fort Wayne, on this Form and Attestation may result in federal and state criminal and civil actions for fines, penalties, damages or imprisonment.

I have read and understand the above attestation. Landlord is signing this Form & Attestation by electronically completing the information below or by providing a wet signature.

Signature of landlord or authorized representative of property management/rental company:

Printed Name: _____

Entity Name and Title (if applicable): _____

Date: _____

OPTION B: NON -PARTICIPATING LANDLORD ATTESTATION AND SIGNATURE

COMPLETE THIS SECTION IF YOU DO NOT AGREE TO PARTICIPATE IN THE PROGRAM

I do not agree to participate in this program and understand that payment will be made directly to the tenant.

Landlord is signing this Form & Attestation by electronically completing the information below or by providing a wet signature.

Signature of landlord or authorized representative of property management/rental company:

Printed Name: _____

Entity Name and Title (if applicable): _____

Date: _____

OPTION C: TENANT ATTESTATION OF LANDLORD NON-PARTICIPATION FOR TENANT USE ONLY IF LANDLORD WILL NOT COMPLETE ANY PORTION OF THIS FORM.

By signing below, I certify that I have made multiple attempts to have my landlord complete and sign this form indicating their participation in this program and willingness to accept payment. If payment is made directly to me, as the tenant, I will use the assistance award to pay my landlord for the entire amount of past due or future rent applied for as part of this program. I understand that the City of Fort Wayne or an agent acting on their behalf will also attempt to contact my landlord for participation in the program, and if obtained, payment will be made directly to my landlord on my behalf.

Tenant is signing this Form & Attestation by electronically completing the information below or by providing a wet signature.

Signature of tenant/applicant applying for rental assistance funds:

Printed Name: _____

Entity Name and Title (if applicable): _____

Date: _____

Landlord Emergency Rental Assistance Form & Attestation

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This form is required to be completed and returned with the tenant's application for rental assistance. More information about the program, as well as the link to the online application are available at:

<http://www.fwcares.org>

For questions please contact

Email: rent@cityoffortwayne.org

Phone: 317-552-1463