



LANDLORD APPLICATION CHECKLIST

PERSONAL INFORMATION	PROOF OF TAXPAYER IDENTIFICATION
<p>Landlord applicants will be required to provide:</p> <ul style="list-style-type: none"> <input type="checkbox"/> Full name <input type="checkbox"/> Phone number <input type="checkbox"/> Valid, contact email <input type="checkbox"/> Property/Business Name <input type="checkbox"/> Property type (Apartment, Condo, Duplex etc) 	<p>(REQUIRED)</p> <p>Landlords must supply social security number or taxpayer identification number on Form W-9. The landlord must provide the following to establish eligibility:</p> <ul style="list-style-type: none"> <input type="checkbox"/> Form W-9* (Instructions for completing the W-9 form will be on the application portal)
LEASE DOCUMENTATION	IDENTITY VERIFICATION
<p>(REQUESTED TO EXPEDITE PROCESSING)</p> <p>Landlords are requested to provide a valid agreement detailing monthly rent amounts and additional terms. The landlord is requested to provide one (1) of the following to establish eligibility:</p> <ul style="list-style-type: none"> <input type="checkbox"/> Copy of current lease (preferred) <input type="checkbox"/> Other documentation demonstrating a rental agreement between landlord and renter which may include copies of rental checks, money orders, ledgers, etc. 	<p>(REQUIRED)</p> <p>Landlords must provide a government-issued photo ID as part of the digital signature verification process. The landlord must provide the following to establish eligibility:</p> <ul style="list-style-type: none"> <input type="checkbox"/> Government-issued photo ID
AMOUNT OF ARREARS	TENANT
<p>(REQUIRED)</p> <p>The landlord is required to provide the total amount due in arrears for the renter applicant.</p> <ul style="list-style-type: none"> <input type="checkbox"/> Amount of rental arrears for linked tenant 	<p>The landlord is advised to share the following with the tenant:</p> <ul style="list-style-type: none"> <input type="checkbox"/> A record of past-due rent <input type="checkbox"/> A current email and phone number <input type="checkbox"/> A copy of the lease – current or in effect

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Louisiana Housing Corporation