# LANDLORD APPLICATION CHECKLIST

## PERSONAL INFORMATION

Landlord applicants will be required to provide:
- ☐ Full name
- ☐ Phone number
- ☐ Valid, contact email
- ☐ Property/Business Name
- ☐ Property type (Apartment, Condo, Duplex etc)

## PROOF OF TAXPAYER IDENTIFICATION

**(REQUIRED)**

Landlords must supply social security number or taxpayer identification number on Form W-9. The landlord must provide the following to establish eligibility:
- ☐ Form W-9* (Instructions for completing the W-9 form will be on the application portal)

## LEASE DOCUMENTATION

**(REQUESTED TO EXPEDITE PROCESSING)**

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:
- ☐ Copy of current lease (preferred)
- ☐ Other documentation demonstrating a rental agreement between landlord and renter which may include copies of rental checks, money orders, ledgers, etc.

## IDENTITY VERIFICATION

**(REQUIRED)**

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:
- ☐ Government-issued photo ID

## AMOUNT OF ARREARS

**(REQUIRED)**

The landlord is required to provide the total amount due in arrears for the renter applicant.
- ☐ Amount of rental arrears for linked tenant

## TENANT

The landlord is advised to share the following with the tenant:
- ☐ A record of past-due rent
- ☐ A current email and phone number
- ☐ A copy of the lease – current or in effect