



LANDLORD DOCUMENT CHECKLIST

PROOF OF TAXPAYER IDENTIFICATION (REQUIRED FOR ALL APPLICATIONS)

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

IDENTITY VERIFICATION (REQUIRED FOR ALL APPLICATIONS)

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

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.

The landlord is advised to share the following with the tenant:

- A record of past-due rent
- A current email and phone number

