

G.A. Case # _____

Date _____

GENERAL ASSISTANCE RENTAL INFORMATION AGREEMENT

THIS FORM MUST BE COMPLETED IN ITS ENTIRETY AND RETURNED IN PERSON FOR INSPECTION PURPOSES.

Tenant's Name _____ Telephone # _____ Cell Phone # _____

1. Address of rental unit _____ Apt #: _____ Floor: _____ City: _____

Is this building a rooming house? YES _____ NO _____ Room # _____ Number of Bedrooms: _____

2. What is the landlord's name (person or firm who owns the building)? _____

Home phone #: _____ Business phone #: _____ Cell phone #: _____

3. **Make check payable to:** Name _____
Address _____ City/State/ZIP _____

4. Owner's Social Security # or Taxpayer Identification # _____
(Tax identification # must coincide with the name provided in #3 above)

5. What is the unit manager's name? _____

Home phone #: _____ Business phone #: _____ Cell phone #: _____

6. Rent amount \$ _____ Weekly / \$ _____ Monthly

(Any attempt to collect rent over the above contracted amount, when tenant is receiving City assistance, will disqualify a Vendor from receiving any future General Assistance rental payments.)

7. What utilities are included in the rent? Water/Sewer ___ Hot Water ___ Electric ___ Gas for Cooking ___ Heat ___

8. How is the unit heated? Electric ___ Gas ___ Oil ___ Other ___ (please explain): _____

9. Number of tenant's occupying this unit: _____

10. Is this person currently occupying this unit? YES ___ NO ___ If no, when is the unit available? _____

11. Does this unit have a washer/dryer? YES ___ NO ___ If no, is hook-up available? YES ___ NO ___

IT IS THE TENANT'S RESPONSIBILITY TO RETURN THIS FORM TO DETERMINE ELIGIBILITY FOR RENTAL PAYMENT

All requests for rental payments will require a building inspection and all prospective applicants must reapply for assistance after the building has passed inspection. Applicants receive a written decision stating whether or not assistance has been granted. The City will only authorize rental payments after the unit has passed City inspection.

***City will authorize rental payments from the date the apartment passes inspection ***

***I certify that this unit meets all State and local licensing land use codes and that this unit includes working carbon monoxide and smoke detectors, which meet State codes.**

Landlord Signature

Date

NOTICE: This Rental Information Agreement is not intended to imply that the prospective tenant is either eligible for assistance or that they will necessarily be renting an apartment from you. All rental payments are made directly to the landlord, not the tenant. Please Note that the first payment may take up to a month, any subsequent payments are usually within 14 business days.

The City of Portland will not discriminate on account of sex, sexual orientation, age, race, religion, disability, or political affiliation.

City of Portland ~ Health & Human Services Department ~ Social Services Division ~ (207) 775-7911