



**DEPARTMENT OF HUMAN SERVICES LANDLORD STATEMENT  
TO BE COMPLETED BY LANDLORD  
THIS IS NOT A CONTRACT - ALL QUESTIONS MUST BE ANSWERED**

I/EDR:05

**Please check one:**

- New Move
- Add On
- Rent Increase
- Other: \_\_\_\_\_

Client name (print): \_\_\_\_\_ Case Number: \_\_\_\_\_ Move in Date: \_\_\_\_\_

Address of Property: \_\_\_\_\_ City/Town: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

**Check type of Dwelling**

- Apartment (# \_\_\_\_\_)       House      Amount of Monthly Rent \$ \_\_\_\_\_ Client's Share \$ \_\_\_\_\_  
 Hotel/Motel       Trailer      If Increase, effective Date \_\_\_\_\_  
 Rooming House       Room in Private House      Is rent past due?  Yes  No If yes, how much: \_\_\_\_\_

Check the items below that **ARE** included in the rent:

- Heat       Water/Sewer
- Electric       Cooking Fuel
- Stove       Refrigerator
- Furniture       Meals # \_\_\_\_\_

If heat is **NOT** included in rent check, type of **FUEL** used:

- Natural Gas       Wood
- Electricity       Oil
- Propane       Other \_\_\_\_\_

Separate Meter for each apartment?  Yes  No

Does Furnace Heat:  Apartment Only or  Entire House?

Is Rent Subsidized?  No  Yes      Name of Subsidizing Agency \_\_\_\_\_

Name of Person Paying Rent \_\_\_\_\_ Total number of people residing in dwelling \_\_\_\_\_

**List ALL Residents in Property – (even if that tenant is not applying)**

<u>Name of tenants</u>	<u>Relationship</u>	<u>How long they have lived there?</u>	<u>Type of income/ Source of income</u>	<u>Case #</u>

**THE TENANT IS AND REMAINS RESPONSIBLE FOR PAYMENT OF RENT.**

**DHS IS NOT RESPONSIBLE FOR NOTIFYING THE LANDLORD OF A TENANT'S INTENTION TO VACATE THE PROPERTY.**

**IT IS THE TENANT'S RESPONSIBILITY TO NOTIFY THE LANDLORD WHEN VACATING THE PROPERTY.**

Have you accepted a cash security deposit?  Yes  No

Are you requesting a DSS Landlord/Tenant Security Agreement?  Yes (\*Please read the directions on the back of this form)  No

Are you requesting rent be paid directly by DSS?  Yes (Vendor # \_\_\_\_\_)  No

If you have any questions, you may call our Landlord Hotline at (585) 753-6034. / To Obtain a Vendor Number, Call: 753-6663.

**Property owner's name (print)** \_\_\_\_\_ **Day Phone** \_\_\_\_\_

**Landlord/Authorizing Agent Signature** \_\_\_\_\_ **Date** \_\_\_\_\_

**Address** \_\_\_\_\_ **Day Phone** \_\_\_\_\_

**City** \_\_\_\_\_ **State** \_\_\_\_\_ **Zip** \_\_\_\_\_ **Evening Phone** \_\_\_\_\_

**Client Signature** \_\_\_\_\_ **Date** \_\_\_\_\_ **Day Phone** \_\_\_\_\_

If anyone other than the Property Owner, you **MUST** supply a copy of the Management Agreement, LLC, Trust or other authorizing paperwork outlining who is authorized to sign and receive rents. The LL Statement will not be processed without this information.

**- THIS SECTION FOR DEPARTMENT USE ONLY -**

Violations  RGE UVR  UTX  Assessor  Address Split  L/L Contacted  Landlord/Tenant Approved  Y  N

Type of Dwelling  Sgl  Mult      If no, why? \_\_\_\_\_

Date Received \_\_\_\_\_ Unit/Worker \_\_\_\_\_

Address of Property: \_\_\_\_\_ City/Town: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Case Number:

**MCDHS is a National Voter Registration Site. If you are interesting in registering to vote, please check the box below so a voter registration form can be mailed to you.**

**Attention Property Owner**

Please note that rent and/or a Landlord Tenant Security Agreement (LTA) can not be authorized if the premises has been cited for health and safety violations.

If you are requesting a Landlord Tenant Security Agreement (LTA) a Move-in inspection is required when an LTA is being used to secure the premises against Client/Tenant caused damages. You may schedule a Move-in inspection up to 14 days in advance of the anticipated move in date. If for some reason your prospective tenant does not move in the inspection will be valid for 30 days.

**To schedule an inspection contact:**

Contact the Housing Council at their website at [www.RocLandlords.com](http://www.RocLandlords.com), or by phone at (585) 546-3700- ext. 3010

If your request for an LTA is approved the Client/Tenant's worker will send you two (2) copies of the LTA. Once you have secured the Client/Tenant's signature on the LTA a copy should be given to the Client/Tenant and the original should be retained for your records. If it becomes necessary to file a claim on this agreement you will need to send a copy of this form in with your claim. Please **do not** send a copy of the LTA to this Department **until** you are filing a claim for unpaid rent and/or damages.

Please note that the Landlord Tenant Security Agreement is **not** valid unless the Client/Tenant has signed the Landlord Tenant Security Agreement.