

Best Single Source Plus ESG-CARES [CV]
LANDLORD VERIFICATION & INTENT TO LEASE FORM

Updated: 4.21.2021

Please return to: _____ at _____
Case Manager Agency Name

Date Requested: _____

VERIFICATION OF RESIDENCY

This is to verify that _____

Name of Tenant/Occupants as Listed on Lease

rents rented **OR** intends to rent an apartment/house at:

(Client's Address, including apartment number) (City) (Zip code)

AMOUNTS OWED

Recurring Monthly Rent Amount (as stated in current lease)	\$	
Rent Due (but not past)	\$	For Which Month(s):
Rental Debt (past due)	\$	For Which Month(s):
Prorated Rent (if any)	\$	From: ___/___/___ To: ___/___/___
Late Fees Due (can only be paid as part of past rental debt)	\$	
Application Fee (if applicable)	\$	
Admin Fees (if applicable)	\$	
Security Deposit (if still owed)	\$	
**Other (specify): _____	\$	
Expected Move in Date	___/___/___	
Total Amount Due	\$	

****ESG-CV Program does not pay for hotels/motels; Internet or telephone service, including mobile phones and minutes; and transportation. Clients cannot receive rental assistance and related funds from both regular BSS+ and BSS+ ESG CARES Program for the same month.**

PAYMENT REMITTANCE & CONTACT INFORMATION*

***All information should match the W-9 for your company in order for payment to be made.**

PLEASE PRINT:

Check should be made payable to: _____

And mailed to: Address: _____

City: _____ State: _____ Zip Code: _____

Landlord/Property Name (as it appears on your W9*): _____

Has ownership/management/or name changed in the last 60 days? Yes No
 • If "Yes," Please submit updated W9*

I certify by my signature below that all the above information is true and accurate and that I am the landlord for, or representative of, said property. I also agree to NOT give checks, payable to the above party, directly to a tenant, and will return any check to Caritas of Austin, PO Box 1947, Austin TX 78767, if I/we cannot accept the check.

Landlord/Representative/Property Manager Name: _____ Contact #: _____

Landlord/Representative/Property Manager Signature: _____ Date: _____

WARNING: Misrepresentation of facts in order to wrongfully obtain program funds is a serious offense that can result in criminal charges. This includes fraudulent requests for funds, representing yourself to be someone you are not, cashing fraudulently obtained checks, etc. Perpetrators of fraud will be prohibited from accessing funds in the future and may be forced to repay funds as well as face legal action.