

# Landlord Letter

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Dear Landlord:

Your tenant \_\_\_\_\_, has applied for Energy Assistance and rents the unit at:

\_\_\_\_\_

\_\_\_\_\_

The applicant states that the above residence does not have a separate utility account. This office requests your assistance in verifying this rental and utility information.

**Please verify this information by checking one of the boxes on each line:**

Choose the situation that applies:

Does the applicant rent the unit stated above?  Yes  No

Is this a subsidized housing unit (HUD, NOHA, or Section 8)?  Yes  No

Is the client allowed to put the utility bill into their name?  Yes  No

If no, explain?

Does their rent payment include a standard amount for heat?

~OR~

Does the client pay you separately for heat in addition to rent?

Main Source of Heat:  Electric  Natural Gas  Fuel Oil  Propane  Other \_\_\_\_\_

Landlord Name Printed: \_\_\_\_\_ Date: \_\_\_\_\_

Signature: \_\_\_\_\_

Phone Number: \_\_\_\_\_

Landlord/Manager Address:

\_\_\_\_\_

*Thank you for your help to process your tenant's application.*