

Landlord Letter

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:

1. Does the applicant rent the unit stated above? Yes No

2. Is this unit subsidized (HUD, Community Action or Section 8)? Yes No

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

If no, explain why not _____

4. Does their rent payment include a standard amount for heat? Yes No

4a. If yes to above, will their monthly Rent/Energy bill increase with an increase in Energy costs? Yes No

5. Does the client pay you separately for heat in addition to rent? Yes No

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

Landlord Name Printed: _____ Phone: _____

Landlord Signature: _____ Date: _____

Landlord/Manager Address: _____

Thank you for your help to process your tenant's application!

**** Note: If subsidized and question 4A or 5 is answered yes than client must provide electric receipts****