

Relief & Resource Supports Landlord Information Form

Dear Landlord/Property Manager:

A current or prospective tenant or yours has applied to SCCAP's Relief & Resources initiative for help to pay back rent or first month's rent and or security deposit. In order to receive payment from the program, it is necessary that you provide certain information. **No payment will be released until all necessary paperwork is completed by you and the tenant**.

The following is a list of the information that will be needed:

Notice to Quite or Court Ordered Eviction Notice Every tenant requesting help to pay past due rent must have a Notice to Quit of Eviction Notice. It must specify months included in the past due rent, total amount currently due. We cannot pay any fees or court costs.

	LANDLORD'S STATEMENT OF RENT OR INTENT TO RENT This form provides the necessary		
	information to begin process the tenant's application. This lists the amount the tenant needs to		
	prevent eviction or to move in. We will also need a copy of the unsigned lease for those applying for		
first month's rent or security deposit and a signed lease for those requesting assistance			
	rent. We can only provide help if there will be a lease between the landlord and tenant. Tenants		
	should not sign the lease until after they have received approval for assistance.		
	W9 – It is required that you provide your federal tax identification number. You will receive a 1099		
	from the program for the amount of funds paid on behalf of your tenant. Payment will be made		

payable to the name listed on the W9. A P.O. BOX ADDRESS IS NOT ACCEPTABLE. A PHYSICAL

PAYMENT AGREEMENT – When the tenant has been determined eligible for assistance and before any funds can be released, **SCCAP will provide a Payment Agreement.** The agreement will spell out how much is owed to the landlord, the tenant's portion of payment, other agencies payments, SCCAP's payment amount and anticipated date of payment. SCCAP makes all payments out to the Landlord. This form is confirmation that SCCAP will be providing assistance.

No payment will be released until all applicable paperwork is received by SCCAP from the landlord and the tenant.

If you have any questions, please reach out to the office in your county listed below.

Adams County Main Office 153 North Stratton Street Gettysburg, PA 17325 adamsRR@sccap.org 717-334-7634

ADDRESS IS REQUIRED.

Franklin County Main Office 533 South Main Street Chambersburg, PA 17201 franklinrr@sccap.org 717-263-5060



Landlord's Statement of Rent or Intent to Rent

PLEASE PRINT	ment but is a required part of the eligibility process. PLEASE PRINT
	LANDLORD INFORMATION
Landlord Name:	-
Landlord's Mailing Address:	
Phone Number:	Email:
Property Address:	
Lattact that all information on this form	
due rent is paid. (This does not negate t	is accurate and true. I also agree to allow the tenant to stay if all he landlords ability to file for eviction if the tenant is late again in
due rent is paid. (This does not negate to future.) Landlord Signature:	he landlords ability to file for eviction if the tenant is late again in Date:
due rent is paid. (This does not negate to future.) Landlord Signature:	he landlords ability to file for eviction if the tenant is late again in Date:
due rent is paid. (This does not negate to future.) Landlord Signature:	he landlords ability to file for eviction if the tenant is late again in Date: Rent
due rent is paid. (This does not negate to future.) Landlord Signature: Complete If Current Tenants with Past Du Monthly Rent: \$	he landlords ability to file for eviction if the tenant is late again in Date: Rent
due rent is paid. (This does not negate to future.) Landlord Signature: Complete If Current Tenants with Past Du Monthly Rent: \$	he landlords ability to file for eviction if the tenant is late again in Date: Date: Current Past Due Rent: \$
due rent is paid. (This does not negate to future.) Landlord Signature: Complete If Current Tenants with Past Du Monthly Rent: \$ What months are included in past due Late/Court fees:\$	he landlords ability to file for eviction if the tenant is late again in Date: Date: Current Past Due Rent: \$
due rent is paid. (This does not negate the future.) Landlord Signature: Complete If Current Tenants with Past Due Monthly Rent: \$ What months are included in past due Late/Court fees:\$ Complete If A Potential New Tenant When the second	he landlords ability to file for eviction if the tenant is late again in Date: Date: Current Past Due Rent: \$

We will need a copy of the lease. <u>Client should not sign the lease until after they are approved for assistance.</u> If the lease is signed before we meet with them we will not be able to assist them.



Request for Taxpayer Identification Number and Certification

▶ Go to www.irs.gov/FormW9 for instructions and the latest information.

Give Form to the requester. Do not send to the IRS.

	1 Name (as shown on your income tax return). Name is required on this line; do not leave this line blank.	
	2 Business name/disregarded entity name, if different from above	
Print or type. Specific Instructions on page 3.	following seven boxes. Individual/sole proprietor or C Corporation S Corporation Partnership Trust/estate	4 Exemptions (codes apply only to certain entities, not individuals; see instructions on page 3):
		Exempt payee code (if any)
	LLC if the LLC is classified as a single-member LLC that is disregarded from the owner unless the owner of the LLC is	Exemption from FATCA reporting code (if any)
P ij	is disregarded from the owner should check the appropriate box for the tax classification of its owner.	
bec	Other (See instructions)	(Applies to accounts maintained outside the U.S.)
See S	5 Address (number, street, and apt. or suite no.) See instructions. Requester's name are	nd address (optional)
	6 City, state, and ZIP code	
	7 List account number(s) here (optional)	
Pai	t I Taxpayer Identification Number (TIN)	
	your fire in appropriate box. The fire provided materials from and given on the avoid	urity number
reside	p withholding. For individuals, this is generally your social security number (SSN). However, for a nt alien, sole proprietor, or disregarded entity, see the instructions for Part I, later. For other s, it is your employer identification number (EIN). If you do not have a number, see <i>How to get a</i>] - [] - []
TIN, la		
Note:	If the account is in more than one name, see the instructions for line 1. Also see What Name and Employer in	dentification number
Numb	er To Give the Requester for guidelines on whose number to enter.	
Par	Certification	
Unde	penalties of perjury, I certify that:	
2. I ar Sei	number shown on this form is my correct taxpayer identification number (or I am waiting for a number to be issunt not subject to backup withholding because: (a) I am exempt from backup withholding, or (b) I have not been not vice (IRS) that I am subject to backup withholding as a result of a failure to report all interest or dividends, or (c) thought subject to backup withholding; and	otified by the Internal Revenue
3. I ar	n a U.S. citizen or other U.S. person (defined below); and	
1 Th	FATCA and a(a) entered on this form (if any) indicating that I am exempt from FATCA reporting in correct	

4. The FATCA code(s) entered on this form (if any) indicating that I am exempt from FATCA reporting is correct.

Certification instructions. You must cross out item 2 above if you have been notified by the IRS that you are currently subject to backup withholding because you have failed to report all interest and dividends on your tax return. For real estate transactions, item 2 does not apply. For mortgage interest paid,

other than	1 1 2	outions to an individual retirement arrangement (IRA), and generally, payments in, but you must provide your correct TIN. See the instructions for Part II, later.	
Sign Here	Signature of U.S. person ▶	Date ▶	

General Instructions

Section references are to the Internal Revenue Code unless otherwise

Future developments. For the latest information about developments related to Form W-9 and its instructions, such as legislation enacted after they were published, go to www.irs.gov/FormW9.

Purpose of Form

An individual or entity (Form W-9 requester) who is required to file an information return with the IRS must obtain your correct taxpayer identification number (TIN) which may be your social security number (SSN). individual taxpaver identification number (ITIN), adoption taxpayer identification number (ATIN), or employer identification number (EIN), to report on an information return the amount paid to you, or other amount reportable on an information return. Examples of information returns include, but are not limited to, the following.

• Form 1099-INT (interest earned or paid)

- Form 1099-DIV (dividends, including those from stocks or mutual funds)
- Form 1099-MISC (various types of income, prizes, awards, or gross proceeds)
- Form 1099-B (stock or mutual fund sales and certain other transactions by brokers)
- Form 1099-S (proceeds from real estate transactions)
- Form 1099-K (merchant card and third party network transactions)
- Form 1098 (home mortgage interest), 1098-E (student loan interest), 1098-T (tuition)
- Form 1099-C (canceled debt)
- Form 1099-A (acquisition or abandonment of secured property)

Use Form W-9 only if you are a U.S. person (including a resident alien), to provide your correct TIN.

If you do not return Form W-9 to the requester with a TIN, you might be subject to backup withholding. See What is backup withholding,