PHP Intent to Lease Worksheet

Form L

Must be completed by owners/representatives that intend to lease to the household.

Our Program intends to assist this household with establishing permanent residence in which continued occupancy is expected. Eligible housing assistance costs include expenses associated with placement in housing*:

- Application fee
- Administrative fee
- Security deposit**
- First month's rent**
- Last month's rent**

Client Name: _____

Proposed Address: _____

Property Contact: _____

Proposed monthly rent: _____   **Proposed move-in date:** _____

Submission Instructions

This worksheet serves as a supporting document that verifies initial move-in costs. Owners/Representatives must complete and return this worksheet to the housing case manager below so that the Program may coordinate a payment to the owner.

Housing Case Manager Name: _____

Contact Information: _____

Move-In Costs

a Application fee: _____

b Administrative fee: _____

c Other fees and costs: _____   Specify: _____

d Security deposit: _____

e First month's rent or prorated rent*: _____   From: _____   To: _____

f Last month's rent or prorated rent*: _____   From: _____   To: _____

g Total: _____

Payment Information

Make check payable to***: _____

Mail check to***: _____

Owner/Representative Name: _____

Owner/Representative Signature: _____   Date: _____

* *Eligible PHP housing assistance costs include: Application fees charged by owners/representatives; administrative fees charged in lieu of or in addition to a security deposit and other initial move-in costs (sometimes structured as refundable or non-refundable); related credit, rental, and criminal background checks; rental insurance (limited to a single payment for the first month of coverage or limited to a single initial payment for multiple months of coverage); utility deposits, hookup fees, and processing fees paid directly to the utility vendor; first and/or last month's rent or prorated rent (when required for occupancy and no ongoing housing subsidy, whether via this program or another program, is expected); and security deposits required for lease approval and occupancy. PHP housing assistance costs may also cover rental and utility arrears (including accumulated late fees, eviction costs, and related monetary penalties) if these debts present a barrier to obtaining permanent housing or establishing utility services in a new unit.*

** *The total amount of PHP assistance provided to a household for the 1) security deposit, 2) first month's rent, 3) last month's rent, and/or 4) rental arrears (paid to the same owner) cannot exceed the value of two months' rent for the new unit. PHP assistance for rental costs (including the security deposit) is subject to the two-month rent cap. PHP assistance for non-rental costs, such as fees, inquires, and insurance is not capped. PHP assistance for utility deposits, utility hookup fees, and utility arrears is not capped. If an owner/representative fully or partially refunds a security deposit when the assisted household leaves a unit, it must be returned to the Program. The Program maintains a record of all deposits and will make a good faith effort to recover program funds upon the household's departure from the unit.*

*** *Information must match the Internal Revenue Service (IRS) Form W-9 for the individual or company to be paid.*