



Fuel and Electric Assistance Program



Landlord/Housing Verification

If heat is included in housing cost, this must be completed & signed by the Landlord/HOA/Condo Assoc.

Property Owner Name _____ Manager Name _____
Mailing Address _____ City _____ State _____ Zip Code _____
Email address _____ Phone _____

Tenant Name _____ Phone _____
Rental Address _____ City _____ Zip Code _____
Initial Date of Occupancy _____ Number of adults (18+) _____ Number of children _____
Please list the name(s) of everyone living in the household: _____
Monthly Rental Amount: \$ _____ Is rent past due? [] Yes [] No If yes, by how much \$ _____
Is rent subsidized? [] Yes [] No If yes, tenant portion: \$ _____/mo
Rental is: [] Apartment [] Condo [] Duplex [] Mobile Home [] Single Family [] Room [] Hotel/Motel
Is there a Condo Association or HOA fee with heat included? [] Yes [] No
of Rooms in Home: Bedrooms ___ Bathrooms ___ Kitchen ___ Dining Rm ___ Living Rm ___ Total Rooms ___
Do not include closets/pantries, hallways, unheated attics/basements/porches, etc.

Primary Heat Type [] Oil [] Kerosene [] Propane [] Electric [] Natural Gas [] Wood [] Pellets
Secondary Heat [] Oil [] Kerosene [] Propane [] Electric [] Natural Gas [] Wood [] Pellets [] None
Utilities Included: [] Heat* [] Electric [] None
*Heat Included? Review & complete page two!

By signing this form, I swear that the above information is true, complete, and accurate. I understand that if I knowingly give inaccurate or incomplete information pertaining to the tenant's eligibility for the program(s), I am breaking the law and can be prosecuted; conviction may result in imprisonment and/or fine.

If heat is included in rent or association costs, I acknowledge that I have reviewed both pages of this agreement and that this agreement is legal and binding and affix my signature with the understanding that I do so under penalty of perjury.

PROPERTY OWNER/MANAGER'S SIGNATURE

DATE

PROPERTY OWNER/MANAGER (Print Name)

DATE

Households with Heat Included in Housing/Rent– Fuel Assistance Agreement

For eligible households with heat included in rent/housing cost, Fuel Assistance Program benefits will be paid directly to the landlord (or HOA/Condo association). Please review the important information below:

- As heat is included in rent, the property owner assumes full responsibility for heating the premises.
- If the tenant is eligible for an assistance benefit, the agency will make a payment to the property owner.
- Payments will be made payable and sent to the name and address indicated below.
- The property owner agrees that the named tenant's rent/cost will be reduced by the payment amount.
- The property owner agrees that the rent shall not increase because of the benefit payment.
- The property owner agrees that, should the tenant move out before the full amount of the benefit is utilized, the owner will refund any unused portion of the benefit to the tenant directly.
- The property owner affirms that the named tenant's rent is not subsidized, in part or whole, by State or Federal Housing program. Tenants with subsidized rent AND heat included in rent are not eligible.

For mailing purposes only, please indicate who the payment should be mailed to (select one):

- Property Manager
- Property Owner
- Condo or Homeowners Association

Name and address for payment below:

Name _____

Physical Address _____

Mailing Address _____

City _____ State _____ Zip Code _____

Payment will be made within 45 days after the date the benefit notification is sent.

NOTE: A requirement for payment is an updated W-9 IRS Form for the person/entity named above.

Please mail or email the completed forms to the Outreach office in your county.

**Coos County Outreach Office
53 Main Street, Suite 2
Berlin, NH 03570
Phone:(603) 752-3248
Fax:(603) 752-7982
berlincc@tccap.org**