

Verification of Landlord and/or Property Owner

THIS FORM TO BE COMPLETED BY AGENCY STAFF ADMINISTERING THE PROGRAM

Address of unit to be assisted: _____

Name of Landlord/Owner: _____

Address of Landlord/Owner: _____

1. Have staff verified the landlord and/or property owner of the unit to be assisted? Yes No

Owner of record* is: _____

*If owner of record name differs from Landlord, determine if the landlord is a property manager rather than property owner. If property manager – Agency must obtain an Agency Authorization form (HCA form 322) and a copy of the management agreement contract with the owner.

2. Verification was completed by the following method:

A. Obtained a copy of the property deed (attach a copy)

B. Contacted the local Property Valuation Administration (PVA) Office

By phone

Phone number called: _____

Name of Person spoke to: _____

In person

Address of office: _____

Name of person spoke to: _____

C. Contacted the local County Clerk's Office

By phone

Phone number called: _____

Name of Person spoke to: _____

In person

Address of office: _____

Name of person spoke to: _____

D. Other means of verification: _____

I certify that the above information is true and correct.

Agency Staff Signature

Date

WARNING: It is unlawful to provide false information to the government when applying for federal public benefit programs per Section 1001 of Title 18 of the United States Code.

