**LANDLORD/TENANT FORM**

**Owner/Landlord Statement**

Tenant Info: Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Address: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Phone Number: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Written Lease:  No  Yes. If Yes, enclose copy

Term: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Rent Amount: $\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Rent Current: Yes  No

Deposits:

Cleaning $\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Damage $\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Other $\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Prepaid First/Last Month’s Rent $\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Tenant Owned Improvements: Yes  No  If Yes, what improvements \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Condemnation Clause in Lease: Yes  No

Please withhold deposit amounts to be refunded to the tenant from final settlement.

I have or will refund deposits directly to the tenant, do not withhold from final settlement. Proof of payment to tenant to be submitted prior to issuance of payment to owner.

Please withhold prepaid rent to be refunded to the tenant from final settlement.

I will prorate and refund (to the tenant) any rent paid for any portion of the month after the date the

State assumes ownership of the property. Do not withhold from final settlement.

**I understand that the Agency becomes the owner of the property upon the date that I am paid for the property, and any rent paid by the tenant for any period after that date must be refunded to the tenant.**

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Owner/Landlord Signature Date

Add Notary Acknowledgment

**Tenant Acceptance**

The information provided by the landlord is  Correct  Not correct

Disputed information: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Tenant Signature Date

Add Notary Acknowledgment