

Wayne County Landlord Intake Application

Program Overview:

The purpose of the program is to increase the amount of quality apartments available for Section 8 clients by working with local, small business landlords to make repairs and bring housing into compliance with Housing Quality Standards, to be eligible for Section 8 residents. This program will assist landlords in improving their business practices, managing their relationship with tenants and improve their knowledge of fair housing practices. Upon receipt of assistance the landlord will be required to sign an affordable rent agreement.

Eligible Landlords/Requirements:

- Own property in Wayne County that is, or will be, leased to a Section 8 Voucher holder;
- Current on mortgage and taxes;
- No outstanding code violations (unless issues are to be corrected with the grant funded rehab);
- Owns 10 or fewer units;
- Must agree to attend at least one 2-hour training session.

Eligible Costs:

- Rehab to remedy issues identified in HQS inspection;
- Rehab to remedy code violations;
- Rehab to address health and safety issues (lead hazards);
- Work to enhance energy efficiency;
- Renovation, Repair and Painting (RRP) training for LL's who will complete work themselves; and/or
- Materials for LL's who will complete work themselves for the type of improvements listed above.

Please complete the initial intake form to determine eligibility. Intakes are reviewed on a first-come-first-served basis. Please allow up to 14 days for review. We will contact you by email or letter confirming receipt of application and completeness of the application. Please submit your application and required documentation by email to thclandlord@pathstone.org, fax 585-546-2946, mail to The Housing Council 75 College Ave 4th floor Rochester, NY 14607, or our drop box located at our mailing address.



Required Documentation:

- Completed Landlord Assistance Program Intake form
- Copy of Deed (s) for properties requesting reimbursement
- Photo ID for all property owners
- Copy of current paid tax receipt for City and County or proof of payment plans (City and County Bills)
- Recent mortgage statements, if applicable
- Declaration page for homeowners' insurance
- Scope of Work/Budget for eligible activities for each unit
- Signed W-9 form for payment
- Notarized Property Attestation Form

PROPERTY OWNER INFORMATION *Please print clearly*

Property Owner/Applicant Name: _____ Date of Birth: ____/____/____

Property Co-Owner/Applicant Name: _____ Date of Birth: ____/____/____

Property Owner Mailing Address: _____

City: _____ State: _____ Zip Code: _____

Phone: (____) _____ - _____ Do you receive texts? (Y/N) Email: _____

Preferred Contact Method: Phone Email Text

PROPERTY OWNER DEMOGRAPHICS (required)

Applicant:

- Handicapped / Disabled
- Veteran
- Foreign-Born
- Active Military

Marital Status:

- Single
- Married
- Divorced
- Widowed
- Civil Union

Gender ID:

- Female
- Male
- _____
- Prefer Not To Answer

Ethnicity:

- Hispanic or Latino
- Not Hispanic or Latino
- Prefer Not To Answer

Household Size Including Dependents: _____

Annual Household Income (from all sources): _____

Race:

- American Indian / Alaskan Native
- Asian
- Black / African American
- Native Hawaiian / Pacific Islander
- White
- American Indian / Alaskan Native & White
- Asian & White
- Black / African American & White
- American Indian/Alaskan Native & Black/African American
- Other Multi-Race: _____
- I do not wish to provide this information

Education Level of Applicant:

- No High School Diploma/GED
- High School Diploma/GED
- 2-year College Degree
- Bachelor's Degree
- Master's Degree
- Above Master's Degree

Applicant Household Type:

- Single Adult
- Married with Children
- Married without Children
- 2 or more Unrelated Adults



Property Information Page Fill in for all properties owned even if not applying. Print Additional Copies as needed

Building Property Address: _____

Does this property have a mortgage (Y/N)? Owed: _____ If yes, are you current on payments (Y/N)?

Are taxes current (Y/N)? Amount Owed: _____

Total Number of Units in Building: _____ How many units require repairs? _____

How many units have code violations? _____

Bedroom count of each unit; Unit 1 _____ Unit 2 _____ Unit 3 _____ Unit 4 _____

Lease Agreement Y/N: Unit 1 _____ Unit 2 _____ Unit 3 _____ Unit 4 _____

Rent Amount: Unit 1 \$ _____ Unit 2 \$ _____ Unit 3 \$ _____ Unit 4 \$ _____

Describe necessary repairs assistance requested:

Building Property Address: _____

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Rent Amount: Unit 1 \$ _____ Unit 2 \$ _____ Unit 3 \$ _____ Unit 4 \$ _____

Describe necessary repair assistance requested:

I _____ hereby certify that the information provided in this application is true and accurate. I acknowledge that any false or misleading information may disqualify me for the Landlord Ambassador Extension Program.

Signed: _____ **Date:** _____





Authorization for Release of Information

I hereby authorize **The Housing Council at PathStone** to release/exchange information from my records in order to assist me in obtaining a grant.

This information will be released only to those companies and public agencies that our organization believes can provide the necessary information needed to obtain our grant. The Housing Council may need to contact the following entities; county clerk office, tax offices, Code Enforcement, Newark Housing Authority and your contractor (if applicable). If necessary, information on file at another entity may also be released to us. This information release/exchange will be restricted to the specific information needed to assess your situation further.

I understand that the provision of services at this organization is not contingent upon my decision concerning the release/exchange of information.

I understand the contents to be released/exchanged, the need for the information, and that there are statutes and regulations protecting the confidentiality of authorized information.

I hereby acknowledge that this consent is voluntary and is valid until such request is fulfilled. I further acknowledge that I may revoke this consent at any time except to the extent that action based on this consent has been taken. I also acknowledge that a copy of this form is as valid as the original.

Property Owner #1 (print name) _____

Property Owner #1 Signature _____ Date _____/_____/_____

Property Owner #2 (print name) _____

Property Owner #2 Signature _____ Date _____/_____/_____

Entity to release information to: _____





WORK WRITE-UP AND COST PROPOSAL

DESCRIPTION AND WRITE-UP	COST ESTIMATE
See attached estimate	\$
TOTAL ESTIMATED COST OF REPAIRS:	\$

Property Attestation Form

I _____ hereby certify that I own # _____ units in my name and/or where I have controlling interest. I understand to be eligible for financial assistance I have to own 10 or less units.

The following are the properties I own and/or controlling interest:

(List addresses, # of units)

- Property 1: _____
- Property 2: _____
- Property 3: _____
- Property 4: _____
- Property 5: _____
- Property 6: _____
- Property 7: _____
- Property 8: _____
- Property 9: _____
- Property 10: _____

The Property Owner acknowledges that providing false or misleading information may result in a determination by The Housing Council at PathStone that the Property Owner is not eligible to receive financial assistance.

 Type Name Here

State of New York
 County of Monroe

On the ____ day of _____ in the year ____ before me, the undersigned, personally appeared _____, personally known to me or proved to me on the basis of satisfactory evidence to be the individual(s) whose name(s) is/are subscribed to the within instrument and acknowledged to me that he/she/they executed the same in his/her/their capacity, and that by /her/their signature(s) on the instrument, the individual(s), or the person(s) upon behalf of which the individual(s) acted, executed the instrument.

 Notary Public Rev.2/02

