

**Prevention Retention and Contingency (PRC) Checklist**  
**Rent Assistance**

(The maximum amount allowed is \$700.00.

This assistance is limited to one issuance per 24 months)

Marion County Job & Family Services

363 W. Fairground St. ~ Marion, OH 43302-1759 ~ Ph 740-387-8560 ~ Fax 740-387-2175

**The following verifications and documentation are required to determine  
eligibility for the PRC program:**

**Are you currently receiving (select all that apply):**

- OWF Cash    DFA Cash    FAP/Food Stamps    MCJFS Child Care Assistance

**If you are not currently receiving the services above, you must provide the following  
documentation:**

- Verification of all **SELF-EMPLOYMENT** income. **OR**
- A letter from your employer giving your rate of pay and number of hours worked per week  
or copies of pay stubs for the last four weeks for everyone in the household.
- Verification of child support income, alimony, spousal support (unless paid through MCJFS CSEA)
- Verification of all other income.
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**Please Provide:**

- Court ordered eviction notice, three day notice to vacate, over-crowded statement from current  
occupants responsible for the residence. **OR**
- Provide a statement of homelessness or that you are entering Subsidized Housing. **OR**
- Landlord statement the property is being sold, the property is uninhabitable
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**Please Complete:**

- Landlord Agreement for PRC Payment of Deposit - Government Housing (**Attached**).
- Landlord Agreement for PRC Payment of Rent (**Attached**).
- W-9 to be completed by landlord (**Attached**).
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- PRC Application

**Note:** A list of vendors that currently accept Marion County Job & Family Services' PRC vouchers are  
attached. Marion County Job & Family Services does not endorse any of these vendors.

***Eligibility will be determined when all documentation has been submitted.***

Roxane G. Somerlot, Director

**LANDLORD AGREEMENT FOR PRC PAYMENT OF RENT**

Marion County Job & Family Services (MCJFS) is in the process of determining eligibility for housing assistance through our PRC Program for \_\_\_\_\_ Case Number \_\_\_\_\_.

IN ORDER FOR US TO DETERMINE IF YOU, THE LANDLORD, or THE PROSPECTIVE TENANT CAN BE ISSUED PRC ASSISTANCE FOR HOUSING, SPECIFIC TERMS and CONDITIONS MUST BE MET.

**LANDLORD RESPONSIBILITIES & ELIGIBILITY CONDITIONS:**

Providing all requested information is the first step in the process that may result in the issuance of a “Marion County Vendor Payment Authorization Voucher” for housing assistance.

- You (the landlord) and the prospective tenant must meet specific eligibility conditions and provide us with specific documents.
- If approved, a “Marion County Vendor Payment Authorization Voucher”, signed by the MCJFS Director/Designee will be issued.
- **DO NOT ALLOW THE TENANT TO MOVE IN PRIOR** to being presented a valid “Marion County Vendor Payment Authorization Voucher” that has been signed by the tenant, the MCJFS Case manager and the MCJFS Director (or Designee), or the tenant’s emergency will be considered resolved and the “Marion County Vendor Payment Authorization Voucher” will be **CONSIDERED VOID AND NO PAYMENT WILL BE ISSUED**. You bear the responsibility to return the voucher to MCJFS.
- You must complete, sign & return this document “Landlord Agreement for PRC Payment of Rent” (PRC-20) to MCJFS. You must complete, sign & return the “Request for Tax Payer Identification Number and Certification” (W-9) to MCJFS.
- Payment **CANNOT** be considered or processed until MCJFS receives all required documents.
- Once all eligibility requirements are met and all documents are received by MCJFS, for both you (the landlord) and the prospective tenants, a check will be issued to you, the landlord, in approximately four to six weeks.
- The tenant will be issued an approval or a denial notice.

**Landlord to Complete**

ARE YOU, THE LANDLORD, RELATED TO THE PROSPECTIVE TENANTS?  No /  Yes If yes, indicate your relationship: \_\_\_\_\_.

RENT PAYMENT LIMIT: Payment of Rent is limited to the minimal amount required to maintain the current rental housing or to secure new rental housing, as stipulated in the PRC Plan. The PRC payment from MCJFS shall not exceed One Month’s Usual and Customary Rent OR \$700, whichever is less, for said residence.

One Month’s Usual and Customary Rent is: \$ \_\_\_\_\_.

Arrangements have been made with the prospective tenant for payment of the balance of the Rent?  Yes /  No

I (Landlord): \_\_\_\_\_ will accept the “Marion County Vendor Payment Authorization Voucher” for Rent on the behalf of (Prospective Tenant): \_\_\_\_\_

to reside at: \_\_\_\_\_.

By my signature below, I agree to the terms and conditions as stipulated in this document and all of the supporting documents if MCJFS issues a voucher for Rent.

\_\_\_\_\_  
Landlord (Or Authorized) Signature                      Date Signed                      Phone                      Fax

\_\_\_\_\_  
Landlord Address    MCJFS Case Manager