

Marion County Job & Family Services

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

“LANDLORD AGREEMENT FOR PRC PAYMENT OF DEPOSIT-GOVERNMENT HOUSING”

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 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 (landlord) and the prospective tenant must meet eligibility 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 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 Payment of Deposit”** (PRC-21) to MCJFS.
- You must complete, sign & return the **“Request for Tax Payer Identification Number & 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 (landlord) and the prospective tenants, a check will be issued to you in approximately four to six weeks. The tenant will be issued an Approval or Denial Notice.

Landlord to Complete

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

DEPOSIT PAYMENT LIMIT: Payment of **Deposit** is limited to the minimal amount required to secure new **GOVERNMENT ASSISTED (HUD/Metro)** rental housing, as stipulated in the Plan. The payment from MCJFS shall not exceed the usual and customary minimum deposit for said residence. **One month’s usual and customary deposit is:** \$_____.

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

I (Landlord) _____ will accept the **“Marion County Vendor Payment Authorization Voucher”** for deposit on the behalf of **(Prospective Tenant)** _____ to reside at _____.

In the event the tenant vacates the premises, I (Landlord) agree to return any and all monies from this security deposit to **Marion County Job & Family Services**, excluding any amount retained by the **Landlord** due to property damage by the **Tenant**.

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		

THIS IS NOT THE “MARION COUNTY VENDOR PAYMENT AUTHORIZATION VOUCHER”

Dist: Original (Completed & Returned) to Fiscal with voucher; Copy to Case File, Copy to Landlord or Tenant if Requested