

## **INSTRUCTIONS**

### **CERTIFICATION OF LANDLORD/TENANT RELATIONSHIP**

1. USE THIS FORM ONLY IF THERE IS NO WRITTEN LEASE – The Certification of Landlord/Tenant Relationship should be used only if a formal, written lease does not exist.
2. DO NOT MAIL THIS FORM TO THE MRAP PROGRAM – Applicants applying for assistance under the MRAP should upload this form in lieu of a written lease when completing their on-line application.
3. INCLUDE ALL REQUIRED ATTACHMENTS – The Certification of Landlord/Tenant Relationship requires certain documents be included with the certificate. These items should also be uploaded with the form when tenant completes their on-line application. See certificate for list of required documents.
4. COMPLETE ALL FIELDS AND QUESTIONS ON THE CERTIFICATE
5. SIGN THE CERTIFICATE – The certificate must be signed by both the tenant head of household and the landlord.

**FAILURE TO PROPERLY COMPLETE THE CERTIFICATE AND SUPPLY THE REQUIRED ATTACHEMENTS WILL CAUSE A DELAY PROCESSING APPLICATIONS FOR ASSISTANCE UNDER THE MRAP**

**EXHIBIT A-1 – CERTIFICATION OF LANDLORD/TENANT RELATIONSHIP**

**(To be Submitted by Head of Household only if no written lease is available)**

Head of Household's Name: \_\_\_\_\_

Head of Household's Spouse (if applicable): \_\_\_\_\_

Other Household Members 18 & Over: \_\_\_\_\_

Landlord's Name (name where rent is sent): \_\_\_\_\_

Landlord's Address: \_\_\_\_\_

Landlord's Phone Number: \_\_\_\_\_ Landlord's Email Address: \_\_\_\_\_

Rental Property Address: \_\_\_\_\_ (the "Property")

Term of Lease: \_\_\_\_\_ Expiration of Lease: \_\_\_\_\_

Monthly Rent Payment \_\_\_\_\_ How long have you rented the Property: \_\_\_\_\_

Are any utilities included in your rent payment?  Yes  No If yes, list which utilities are included:

\_\_\_\_\_.

Are you behind in rent:  Yes  No If yes, how much rent is past due \$\_\_\_\_\_?

One of the following documents must be attached to this Certification:

- Evidence that the Landlord owns the property (examples - deed, tax ticket, other proof of ownership); or
- Evidence the Management Company is authorized to manage the property (example - property management agreement); or
- Evidence of Rent payments (may include bank statements, cleared or cancelled checks, or other documentation that reasonably evidences a pattern of paying rent) (i) paid by tenant to the Landlord listed in the application; and (ii) for a period of 3 or more months since January 1, 2020.

Landlord/Management Company must attach verification that Landlord/Management Company owns/manages the Property. (Attach deed, tax ticket, property management agreement, or other evidence).

Under penalty of perjury, I certify that the information presented in this certification is true and accurate to the best of my knowledge. I further understand that providing false representations constitutes an act of fraud. False, misleading, or incomplete information may result in the repayment of any funds received through the MRAP Program and other remedies available under applicable law.

\_\_\_\_\_  
Signature of Head of Household

\_\_\_\_\_  
Printed Name of Head of Household

\_\_\_\_\_  
Date

Under penalty of perjury, I certify that the information presented in this certification is true and accurate to the best of my knowledge. I further understand that providing false representations constitutes an act of fraud. False, misleading, or incomplete information may result in the repayment of any funds received through the MRAP Program and other remedies available under applicable law.

\_\_\_\_\_  
Signature of Landlord

\_\_\_\_\_  
Printed Name of Landlord

\_\_\_\_\_  
Date