



City of Auburn, Maine

General Assistance Office

60 Court Street | Auburn, Maine 04210

www.auburnmaine.gov | 207.333.6601 X 1409

VERIFICATION OF RENTAL UNIT

TO BE COMPLETED BY LANDLORD OR MANAGER

Tenant's name: _____ Tenant's phone number: _____

Number of adults: _____ Number of children: _____

List complete legal names of all tenants occupying this unit:

Address of rental unit: _____ Apt/room number: _____

Type of rental unit: **(circle one)** single house apartment mobile home rooming house other _____

Total number of bedrooms: _____

Does rental have its own bathroom? Yes No Does rental have its own kitchen? Yes No

List all utilities that are included: **(circle)** heat electricity gas hot water water/sewer

- If heat is not included, how is the unit heated? **(circle one)** electric gas oil other: _____

Is this person currently occupying this unit? Yes No

If no, when is the unit available? _____ If yes, when did they move in? ___/___/___

Is this a roommate situation? Yes No Please confirm that roommates will be treated financially separately and that this tenant will not be evicted if the other tenants do not pay their rent: Yes No

Is a security deposit required? Yes No If yes, how much? _____

Is the tenant a relative of the owner? Yes No If yes, relationship: _____

Does property owner live in this unit? Yes No

Rent amount \$ _____/weekly \$ _____/monthly Rent due date: ___/___/___

Does the tenant receive rent subsidy from another agency? Yes No

If yes, what is the tenant's portion of the rent \$ _____/weekly \$ _____/monthly

Does the tenant receive a utility allowance? Yes No If so, how much? \$ _____

Is the rent current? Yes No If not current, please provide rental history.

Legal owner of the property: _____

Address: _____

Home phone: _____ Cell phone: _____ Business phone: _____

Email: _____

Manager or agent for the above owner: _____

Address: _____

Home phone: _____ Cell phone: _____ Business phone: _____

Email: _____

Make check payable to: _____

Address: _____

NOTICE: This form is not intended to imply that the prospective tenant/tenants are either eligible for assistance or that they will necessarily be renting an apartment from you. It can/will be used to verify residence or accommodations. If the tenant is found to be eligible for rental assistance, a voucher will be given for payment. A W-9 tax form is required before any payments are issued. All rental payments will be made directly to the landlord, not the tenant.

Signature _____ Date ___/___/___

(Owner or Agent)