



PASCO COUNTY, FLORIDA

"Bringing Opportunities Home"

DIVISION OF HUMAN SERVICES Notice to Participating Landlords & Property Owners

The Division of Human Services appreciates your willingness to participate in programs intended to help provide or maintain stable housing for at risk families in the community. We have provided this notice to you so that you may have an idea of what the process entails, and what may be required of you. If you have any questions about anything in this notice, please do not hesitate to contact us. If, for any reason, you are not comfortable with any part of the process and do not wish to continue participating, please let the client or social worker know as soon as possible.

1. A Landlord's Statement of Past Due Rent form will be provided, usually via the tenant, in order for you to confirm basic information about the property. This should be completed and returned as soon as possible. We may be able to pay up to two months of past due rent. **This is not an ongoing rental assistance program; we cover one or two specific months only. This is not Section 8.**
2. The social worker will confer with you to ensure that you are willing to work with us.
3. A minimum housing inspection will be required. Once we know you are willing to work with us, we will order the inspection. An inspector will contact you to set up a time for this.
4. An invoice which guarantees our payment to you and displays the amount approved along with a W9 tax form will be provided to you if and when the unit passes inspection. This must be completed and returned quickly so that the payment processing can begin.
5. Once the invoice is returned, the tenant is considered approved and the payment process begins. **This is the point at which you can expect payment within about 30-45 days.**

If you are not willing to comply with the process or wait for the payment, please do not continue with the program. If we are paying first month's rent for the tenant, they will not be responsible for any payment to you until the beginning of the second month in which the tenant occupies the unit. Any questions or concerns about payments that were guaranteed by Pasco County Human Services should be directed to us and not to the tenant.

Finally, information regarding the payee and mailing address for our payment must match the information on file with the Property Appraiser's office for that property. If the owner of the property is not the property manager, either the property lease provided to the tenant or a notarized letter from the owner authorizing payment receipt authority to the manager must be provided to confirm that the payee is a designated representative of the owner. **The payee information and mailing address must match on the Landlord's Statement of Past Due Rent form, the lease, the Invoice for payment, and the W9 form. Any discrepancies regarding these forms or payment authorization could result in a significant delay in payment processing.**

Social Worker: _____ Contact Number: _____