



# 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 Move-In Expenses 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 first and/or last month's rent plus security deposit. **This is not an ongoing rental assistance program; we cover initial move-in costs only.**
2. The social worker will confer with you to ensure that you are willing to work with us, and to see if the property utilities are on.
3. Once utilities are on, a move-in inspection will be requested. An inspector will contact you to set up a time for this.
4. If and when the unit passes inspection, the tenant is then required to sign a lease for the property and provide a copy to us.
5. An invoice which guarantees our payment to you and displays the amount approved along with a W9 tax form will be provided to you and must be completed and returned quickly so that the payment processing can begin.
6. Once the invoice is returned, the tenant is allowed to move into the property. **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 Move-In Expenses 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: \_\_\_\_\_