

Landlord Incentive Program Application Checklist

This form is for Boston area providers who are requesting landlord incentives from the Landlord Incentive Program operated by New Lease. The following forms must be completed, appropriately signed, and attached to this request before an incentive payment can be processed.

Required documents for *all* program participants:

- Signed lease is attached.
- W9 for property owner/representative receiving incentive payment is attached
- Boston Housing Authority Payment Request Form attached (with additional documentation as needed)
- Document Verifying Homeless Status in Boston (Homeless Status Letter, HMIS Printout, etc.)
- Mailing Address and Check Payable Name:

Owner Name:

Owner Mailing Address:

Broker Fees (if client's subsidy allows)

Real Estate Brokerage (Office): _____

- Completed W9 for Real Estate Brokerage

Repairs/Cleaning Cost

- Invoices and receipts showing proof of payment

Please select the reason(s) for your request for landlord incentives below (*please select all that apply*):

- Landlord offered their unit to the program once offered a landlord incentive.
- Landlord was willing to amend screening criteria or monthly rent amount for a landlord incentive.
- Landlord was willing to update their unit to meet inspection criteria once offered a landlord incentive.
- Other, please specify: _____

Boston Housing Authority Payment Request Form

Participant and Unit Information

HOH Name: _____ Date of Birth: _____

Lease Up Date: _____ HMIS#: _____

Program Name: _____

Program Funding Type: CoC RRH CoC PSH BHA EHV BHA HCV Other: _____

Unit Address (Include Unit #, City, and Zip):

Monthly Rent Amount: _____ Bedroom Size: _____

Please select the type of incentive:

Lease Signing Bonus (cannot exceed one month's rent) \$ _____

Repairs or Cleaning Costs (documentation needed) \$ _____

Total Amount Requested (sum of all incentives cannot exceed 3 months rent) \$ _____

Has this HOH exceeded 3 months' rent requested (including this or any previous request) YES NO

*Broker's fees are no longer an incentive offered through this program but are often an eligible cost of the client's subsidy program, depending on funding source. Confirm broker's fees eligibility with your program manager prior to negotiating with landlords.

Referring Agency: _____ Advocate/Case Manager: _____

Advocate/Case Manager Email: _____

Program staff hereby certifies the above information is complete and accurate

Advocate/Case Manager Signature: _____

***Please email a PDF with the completed checklist, payment request form, and supporting documents to Jason LaForce, jlaforce@newleasehousing.org, Landlord Engagement Manager at New Lease.*

*Only fully completed requests will be submitted***

-----**Below section to be filled out by New Lease Staff**-----

New Lease hereby certifies that the request packet was approved and meets requirements:

NL Staff Name: _____

NL Staff Signature: _____

Date: _____