

Town of Waterboro General Assistance Department
Verification of Rental Unit

TO BE COMPLETED BY THE LANDLORD OR UNIT MANAGER

A rental unit is available for (name of tenant) _____ and will be occupied by (# of persons) _____. The unit is available for occupancy on (date) _____ and the amount of rent is \$ _____ per month or \$ _____ weekly. If already occupied, is the rent current at this time? _____ If not, what is the amount owed? _____. For what period of time? _____. Will this unit be subsidized by any other agency? _____. Is a security deposit required? _____ Amount \$ _____. Will the security deposit be paid by someone other than the tenant? _____. If yes, please list who, or what organization, will be responsible _____

Names and ages of people who will be living in this unit:

IT WOULD BE APPRECIATED IF YOU WOULD NOTIFY THIS DEPARTMENT OF ANY CHANGES IN HOUSEHOLD COMPOSITION AT 247-6166

This unit is in an apartment house _____; single family dwelling _____; mobile home _____; or a single room _____

Address of Rental Unit:

Please indicate which utilities are included in the rent price:

Heat _____; Electricity _____; Gas _____; Hot Water _____; Other _____

Is this rental unit furnished? _____ What appliances are furnished by the landlord? _____

Type of cooking unit: Gas _____ Electric _____

Total number of rooms in this unit _____

Does the unit have its own kitchen? _____

Does the unit have its own bathroom? _____

THIS PORTION IS TO BE COMPLETED ONLY IF THE TENANT IS RESPONSIBLE FOR HEAT:

What type of fuel is used to heat the unit? _____ The storage tank holds _____ gallons. The tank is located _____ Is the storage tank labeled or numbered for the apartment it serves? _____ Was there any available fuel left in the tank from the previous occupant? _____ Does the tenant have access to the tank? _____

Legal owner of the property: _____
Address: _____

Homes Phone: _____ Business Phone: _____
Social Security or Tax ID # _____
(You must provide this number to be issued payment)

Is the proposed tenant a relative of the owner? _____
If yes, what relationship? _____

This sheet is provided by the Town of Waterboro General Assistance Department for informational purposes only and it is not intended to imply that the prospective tenant is either eligible for assistance nor that they will necessarily be renting an apartment from you. It does not obligate you to rent to this client. All rental payments are made directly to the Landlord, not to the tenant. The Town will determine if rental payments will be made on a daily, weekly or monthly basis. All applicants receive a written decision stating whether or not assistance has been/will be granted.

ALL TOWN VOUCHERS MUST BE RETURNED WITHIN 45 DAYS OF THE DATE ISSUED, OR THEY WILL EXPIRE AND BE VOID.

I have read this rental application, or it has been read to me, and I fully understand it. I hereby confirm that the facts in this application are true and complete.

NOTICE: In accordance with Maine Law (17 MRSA Section 453) any persons found guilty of unsown falsification may be prosecuted for committing a Class D crime.

This form was completed by: _____