



LANDLORD LETTER

Dear Property Owner,

This agreement must be signed by you, (hereinafter “Landlord”) for the undersigned Tenant, hereinafter “Tenant”) to receive rental assistance from Center Township of Clinton County, Indiana, (hereinafter the “Township.”). In accordance with Indiana Code, the Township will also have the right to complete a housing inspection as part of you receiving a voucher paid for by taxpayer assistance. Such inspection shall be completed by the building inspector. *If you do not wish to accept our vouchers, you are not obligated to sign this agreement.* An explanation of the Township’s procedures are as follows:

When you receive the rent voucher from Tenant, it must be signed by you under ‘vendor statement’ and returned by you with a self-addressed, stamped envelope to the Township no later than the last day of each month. Permission may also be provided to the Township to endorse the voucher if it is more convenient, however the Township will require a written document providing such permission. If the vouchers are not returned by the last day of the month, it will result in an extra month’s delay on the payment.

To determine whether Tenant contacted the Township to acquire the voucher, you could request to see the TA1-A form that the Township provides to every client. This document will detail whether the Township served Tenant with a voucher. You may also visit the Township’s office on the 10th of the following month if you are expecting payment. Payment shall be made to the Landlord no earlier than the first day of the month following occupancy. You agree and acknowledge that payments shall be made a month in arrears.

Please be advised if you agree to the terms of this Letter , you cannot charge a late fee or any other penalty for late payment against Tenant because of delayed payment.

The Township or Tenant, as a third party beneficiary of this agreement, shall retain the right, by and through acceptance of this agreement, to enforce this agreement pursuant to Indiana law.

Center Township Trustee
Jami Pratt



If the Township or Tenant enforces this agreement requiring the services of an attorney, you hereby agree and acknowledge that you shall pay any and all attorney's fees if the Township or Tenant prevails in the enforcement action. Tenant waives any obligation of the Township to enforce this agreement on Tenant's behalf.

Nothing contained herein shall subject the Township to any liability for Tenant's actions or omissions, nor shall the Township be construed as a party to the Lease between Landlord and Tenant.

The maximum liability for the Township under this Agreement shall be the amount of approved vouchers shown on the TA1-A form maintained by the Township.

If Landlord and Tenant agree to these terms, please complete the address verification form, and indicate acceptance of this agreement by signing below:

Property Owner Signature

Date

Tenant Signature

Date

Township Trustee, Center Township

Date