

Jami Pratt
Center Township Trustee



LANDLORD LETTER

Dear Property Owner,

This form must be signed by you for your tenant to receive rental assistance from this office. In accordance with Indiana Code, we will also have the right to a housing inspection as part of you receiving a voucher paid for by taxpayer assistance, to be completed by the building inspector. *If you do not wish to accept our vouchers, you are not obligated to complete this form.* An explanation of our office procedures are as follows:

When you receive the rent voucher from your tenant, it must be signed by you under 'vendor statement'. These vouchers must be returned to our office no later than the end of every month. Permission can also be given to Center Township to sign your name if it is more convenient, however Center Township will require a written document stating permission to sign the vouchers. If they are not returned by the last day of the month, it will result in an extra month's delay on the payment.

To see if the client has been to our office to get the rent voucher, you could ask to see the TA1-A form that we give to every client and it will tell if we served them with a voucher. If you choose to bring the vouchers to us, then please make sure there is a self-addressed and stamped envelope with it, so our office can mail your checks to you, or come to the office on the 10th of the following month if you have a check coming.

Please be advised if you agree to our form of payment, you cannot charge a late fee against the tenant because of delayed payment.

If you agree to these terms, please complete the address verification and sign below:

Property Owner Signature

Date

359 N. Columbia St. Frankfort, Indiana 46041

Email:

jp Pratt@centertownshipofclintoncounty.com

Phone: 765-357-9100

Fax: 765-601-4219

Website:

centertownshipofclintoncounty.com