

## DON'T FORGET

1. Make sure you return all paperwork to the office of the Center Township Trustee. Failure for any paperwork to be submitted will result in at best delays of payment, and at worst, denial of assistance. It is best not to entrust the return of paperwork to the client (your renter.)
2. We need a payment history for the client returned with the verification paperwork.
3. Do we have a current W-9 on file? W-9's must be updated within the last two years.
4. Purchase Orders are not payment. They must be signed and returned to the Center Township Trustee's Office for payment to be processed.
5. Payments are issued and mailed about the 10th of the month following the return of Purchase Orders and Claims.
6. The Center Township Inspector will have appropriate ID . (Inspection standards are a part of the Township Standards and Guidelines for Assistance.)

## WHAT ARE THE CLIENT'S (MY RENTER'S) RESPONSIBILITIES

1. The client must follow through with the application process at the Township Trustee's Office. Just because forms are returned and the inspection passed, does not mean that a check will be issued. The application process must be completed with a township investigator before a purchase order will be issued.
2. Assistance is given for the period defined on the purchase order. If additional assistance is needed, the client must return to the Township Trustee's Office to re-apply.
3. The client is still responsible for insuring that all other conditions of a lease are fulfilled.

CENTER TOWNSHIP OF HOWARD COUNTY INDIANA

OFFICE OF THE TRUSTEE

ANDREW DURHAM, TRUSTEE

TOWNSHIP BOARD

Ms. Linda Koontz  
Tom Cleaver  
Debra Rahe

213 E Jefferson Street  
PO Box 905  
Kokomo, IN 46903-0905

Phone: 765-452-8259  
Fax: 765-456-3747  
E-mail: CenterTrustee@gmail.com

CENTER TOWNSHIP OF  
HOWARD COUNTY, INDIANA

SO ONE OF  
YOUR RENTERS  
IS SEEKING  
TOWNSHIP  
ASSISTANCE

## FAQ's FOR LANDLORDS



Telephone: 765-452-8259

# FREQUENTLY ASKED QUESTIONS

## ABOUT PAPERWORK

**What paperwork is required from landlords?** In order to receive payments from the Center Township Trustee, we require a current (within 2years) **W-9** to be on file. When a client asks for assistance with rent, we will also request a **“Shelter Verification and Investigation Form”** to be completed by the landlord, and returned (via self-addressed stamped envelope) to the Trustee’s Office. We encourage landlords to assure for themselves that all paperwork is returned to our office, not to rely upon the client to do so. Failure to return paperwork may result in delays in payments.

**I returned the paperwork, why haven’t I received payment?** The initial paperwork is part of our investigation which will determine eligibility for a client to receive assistance with rent—it is not a guarantee of assistance or promise of payment. When an determination to grant assistance is made, a **Purchase Order (Form TA-2)** and **Claim (Form PR-7)** will be issued to the client to be delivered to the landlord for payment. When those forms are returned to our office by the landlord, they will be processed and a check will be issued & mailed to the landlord about the 10th of the next month. (Example: the forms are returned to our office dated October, a check will be issued and mailed on November 10.) **A landlord is always welcome to call our office and check the status of a case.**

## ABOUT PAYMENTS

**Why can’t I charge late fees?** By law, the township cannot pay late fees. Because checks are issued for services already rendered (rent is paid in arrears) we ask landlords to waive late fees for the months in which the township will be assisting with a client’s rent.

**Why might I not be eligible for payments from the Township?** By law, the trustee is obligated to relieve the need for shelter in the most efficient and effective way possible. That may not always be to pay the rent for a current shelter. As a part of our investigation, the township must consider the health and safety of the client and client’s family, therefore the structure for which we grant assistance must meet township guidelines. Failure to do so may mean a reduced payment amount or a denial of assistance. By law, the trustee is prohibited under most circumstances from making payments to family members of the client. Should assistance be granted, landlords and clients who failed to disclose such a relationship may be prosecuted for fraud.

## ABOUT INSPECTIONS

**Who inspects the property under consideration for assistance?** Center Township has its own inspector who will determine the appropriateness of rental property for habitability, health and safety based on current fire and health codes, and structural integrity.

APPROVED BY STATE BOARD OF ACCOUNTS FOR CENTER TOWNSHIP 2009		TOWNSHIP ASSISTANCE		TOWNSHIP PR FORM TA-2	
No. 000000		PURCHASE ORDER		TOWNSHIP TRUSTEE	
To L9999 LANDLORD COMPANY NAME,		STATE OF INDIANA, HOWARD COUNTY, CENTER TOWNSHIP		TOWNSHIP TRUSTEE'S OFFICE	
VENDOR NO. VENDOR NAME		THIS FORM IS TO BE USED FOR BOTH MEDICAL AND GENERAL PURCHASE ORDERS		KOKOMO, IN 46904-9999	
JOHN DOE		P O BOX 9999,		KOKOMO, IN 46904-9999	
2015 HARD TIMES COURT,		KOKOMO, IN 46900-9999		765-555-5555	
CASE NAME		CASE ADDRESS		VENDOR'S PHONE	
II.2.C.A.		RENT WITHOUT UTILITIES :		888888	
RENTER'S NAME &/OR ACCT # : DOE, JOHN		01/01/2015 - 01/31/2015		*** PAID IN FULL ***	
RENTAL ADDRESS &		TOWNSHIP TRUSTEE		Total \$ * * * \$500.00	
DISBURSING CLERK		THORNTON BY		Amount Authorized by this Order	
CUSTOMER RECEIPT		BY			
I have received in full the amount authorized by this order.		I have instructed the customer to supply or other items authorized by this order.			
Signed _____		Signed _____			
Specify the item or items of relief authorized, the quantity, and the total expense to be incurred.					
Required by the Governor's Commission on Unemployment Relief					