



HousingMatch.org Landlord Applicant Intake Form

See instruction on next page

For Agency Use:

Referring Agency:

Referring Agency code#:

RAR Name:

RAR email:

“RAR”-Referring Agency Representative; “Landlord”-Property Owner or property manager

Landlord First and Last Name

Landlord phone number:

Landlord email:

For Agency Use:

Has the following been completed?

1. **Verification of property ownership?** Yes No

2. **Verification of authorization to manage property?** Yes No

TERMS OF ACCEPTANCE and SIGNATURE

By signing this document, all parties verify that they have read, understand, and agree to the Participation Agreement, Administrative Guidelines, Terms of Service, and Privacy Policy; and that all the above information is true and correct.

Landlord Signature *

RAR Signature *

Date:

READ THIS SECTION IF YOU ARE A LANDLORD OR PROPERTY MANAGER

Instructions for using this form:

1. Please type on the *HousingMatch.org* Landlord Intake Form.
2. Email it to admin@housingmatch.org and attach one (1) verification document.
3. Subject: on the email “<<Your First and Last Name>> Landlord Application”
4. You will receive a secure code by email to create your new account after your information is verified.

Attach one (1) of the following documents to the email:

For Property Owners:

The following documents are accepted; it must contain the address of the property and the property owner's name:

Choose one (1) of the following documents for proof of property ownership:

- First page of mortgage statement with the address of the property and your name,
- First page of an insurance statement with the address of the property and your name.
- First page of a quit claim deed with the address and your name listed as owner.

For Property Managers:

The following documents are accepted:

Choose one (1) of the following documents for proof of property management authorization:

- A business card with name, address, phone and email of property management company,
- A business card with name, address, phone and email of property management company and real estate license number.
- First and last page of a signed contract with the landlord of the property you are listing authorizing you to manage their property.