



LANDLORD VERIFICATION

Mailing Address: PO Box 600, Basin, WY 82410
Website: www.ycanhelp.org

To Be Completed by Landlord or Property Management Company

The **Tenant** must submit a copy of signed lease or "notice to vacate", if applicable, if those forms are not available this form may be used.

Tenant:

Name of Tenant (As Listed on Lease)

Number of household members

Tenant Address (As Listed on Lease)

Tenant Phone Number

The tenant listed above has requested financial assistance with rent, deposit, or eviction prevention from Yellowstone Country Assistance Network. In order to provide this assistance, Yellowstone Country Assistance Network verifies the tenant's relationship with you and that you have the legal right to rent property listed on this document. **This form is not a guarantee of payment.** Any assistance approved and provided is intended to directly benefit the low-income tenant, not the landlord/property management company.

If the tenant is approved, our partners from The Align Team in Cheyenne, Wyoming may contact you to make payment arrangements that go directly to you, the landlord/company on the tenant's behalf. There are two payment options. First (1st) payment by check, checks are issued on Friday of each week (excluding holidays) they may take 10-14 business days to arrive. Second (2nd) payment by ACH transfer which an electronic, bank-to-bank transfer which is deposited directly to your account on Friday, if you choose this option, you will need to provide The Align Team with your account information when they contact you for payment arrangements.

YCAN is also requesting IRS FORM W-9 from all landlords prior to making payment a rent payment. We request this because the IRS requires non-profits to report rent payments by sending out at 1096/1099 to all landlords who receive over \$600.00 from YCAN in a year. Our partners at The Align Team will prepare and file the forms each January. For the form or to submit it directly to YCAN please visit <https://ycanhelp.org/landlord-verifications/> Please indicate how you will provide this to YCAN.

YCAN already has my IRS Form W-9 on File I will give the tenant a copy to submit I will submit myself to YCAN

Name of Landlord/or Property Management to issue check to: _____

Phone Number of Landlord: _____ Check or AHC Payment

Landlord Address to Mail Check: _____

Monthly Rent Amount \$ _____ Is Rent Past Due? No Yes, Total Amount Due :\$ _____

Have you issued the tenant a "notice to vacate"? No Yes, ____/____/____ Date Notice to Vacate Issued.

THIS IS NOT A CONTRACT OR A LEASE. Be sure to read this form carefully before completing and signing it. Anyone who makes false statements to obtain or help another person obtain assistance, for which they are not eligible, is subject to the penalties under the laws of the State of Wyoming. Completion of this landlord verification is required to be considered for housing assistance from Yellowstone Country Assistance Network.

Landlord Signature: _____ Date: _____