Maine State Housing Authority (MaineHousing)
HOME ENERGY ASSISTANCE PROGRAM (HEAP/Fuel Assistance)

TERMS OF VERBAL RENTAL/LEASE AGREEMENT

COMMUNITY ACTION AGENCY (CAA): _____

PRIMARY APPLICANT NAME: _____ _____
Date of Application

INSTRUCTIONS: This form must be completed and signed by the Landlord of the property and returned to the CAA.

This describes a verbal rental agreement made between

_____ (Landlord) **and** _____ (Tenant)

For the property located at: _____ (Address) _____ (City, State Zip)

Date Tenant moved in _____

Is the tenant behind on rent: ☐ Yes ☐ No

Rent Amount $ _____

Number of people in this residence _____

☐ Monthly ☐ Weekly

Number of rooms (excluding bathrooms) _____

The tenant rents ☐ Apartment ☐ Single Family House ☐ Mobile Home ☐ Duplex

Names of all persons living in the residence (please list everyone who lives at this address):

_____ _____

_____ _____

_____ _____

If the building has more than one unit, how many units are in the building? _____

What type of fuel is used to heat the dwelling unit? _____

Does the tenant's/Applicant's dwelling unit share a heating system with other units in the building? ☐ Yes ☐ No

Where is the fuel tank located? _____

Who is responsible for paying the electric? ☐ Landlord ☐ Tenant

Who is responsible for paying the heat? ☐ Landlord ☐ Tenant

Name of Vendor supplying fuel _____

Name on account with the Vendor supplying fuel _____

The tenant receives a subsidy toward rent ☐ Yes ☐ No

I certify that the information contained herein is accurate and true to the best of my knowledge. If I have intentionally falsified any of this information, I understand I may be liable to MaineHousing for repayment of any benefit received.

Tenant Signature	Telephone Number	Date
Landlord Signature	Telephone Number	Date
Landlord Name	Landlord Physical Address	
	Landlord Mailing Address	

CAA Telephone: _____ **CAA Address**: _____

CAA Fax: _____ _____

_____