

## LANDLORD AFFIDAVIT INSTRUCTIONS

1. If a Household member does not own the Dwelling Unit, the CAA may obtain a completed/signed Landlord Affidavit from the landlord **or** an unexpired lease/rental agreement from the Primary Applicant.
2. A completed/signed Landlord Affidavit may be required if the lease/rental agreement has expired or does not include the following information:
  - a. Landlord's name, address and telephone number.
  - b. Physical address of the property.
  - c. Rent amount.
  - d. Rental term (effective dates).
  - e. Names of all persons living in the residence.
  - f. Details regarding who is responsible for paying what utilities.
  - g. Signatures (landlord and tenant).
3. The landlord, **not** the tenant/Applicant, must complete the Affidavit. When using the Landlord Affidavit, CAAs have the option of either sending the Landlord Affidavit directly to the Applicant's landlord or the Affidavit may be given to the Applicant to take to the landlord to be completed by the landlord and returned to the CAA, either directly from the landlord or by the Applicant.
4. Upon receipt of the completed Affidavit, the CAA shall compare the Applicant's address to the landlord's address. If they are the same, additional information and documentation may be required to ensure all Household members and income have been appropriately accounted for.
5. If the Primary Applicant indicates they cannot obtain a copy of the rental/lease agreement, or the landlord is unwilling to complete a Landlord Affidavit, the CAA must submit a Waiver Request for MaineHousing's consideration. The request must indicate the due diligence performed by the CAA to substantiate where the Household resides.
6. This Affidavit **cannot** be used as proof of a Roomer/Boarder rental agreement.
7. **Completing the Landlord Affidavit**
  - a. The CAA enters their Agency's information in the spaces provided (i.e. name, address, telephone, fax, and email). The Primary Applicant Name, Physical Address, Date of Application, and Client ID# should also be filled in by the CAA.
  - b. Applicant Release: Applicant/tenant must complete the following:
    - i. Landlord's name, telephone number, and mailing address.
    - ii. Property Address – physical address of Applicant's/tenant's residence.
    - iii. Applicant/tenant must sign/date.
  - c. The CAA enters the date by which the form should be returned to the CAA.
  - d. The CAA enters the landlord name and tenant name.
  - e. The remaining information must be completed by the landlord.
    - i. Landlord signs and dates the Affidavit certifying the information is accurate and true to the best of his/her knowledge.
    - ii. Landlord must mail, email or fax the completed/signed Affidavit to the CAA.