



Last edited: June 4, 2022

The Salvation Army – Community Integration Services (C.I.S.)

Landlord Agreement Form

The Programs of Shallow Subsidy and Street 2 Subsidy provide individuals and families with a rent subsidy (percentage) of the total rent. The program is a limited subsidy and assistance is based on the level of need or funding availability. The subsidy will be paid directly to the landlord or property management company via direct deposit or check by The Salvation Army (Direct Deposit preferred). The goal of both subsidy programs is to achieve housing stability, as well as assist the participant toward their goal of assuming the full rent.

Re: Client/Tenant: _____

Located at leased address: _____

Will be newly enrolled in one of The Salvation Army's Subsidy programs. The program will require a copy of the fully executed lease (all pages) and an IRS W-9 form to provide payment to the landlord. Payments will be made out to the Name/Business provided on the W-9. If interested in setting up direct deposit, an Automated Clearing House (ACH) form will be provided and a voided check/bank form will also need to be attached. TSA is not responsible for late payments due to U.S. Post Office delays. **It is strongly recommended that ACH setup as the main use of rental payment.**

The Salvation Army (TSA) is not responsible for any break in the lease by either party or any violations of the lease. The Owner/Agents understand that the tenant/participant will be entering the following program and receiving a subsidy for the total of the rent:

Mark Appropriately:

- Shallow Subsidy program will pay 35% of the total rent of the lease
- Street 2 Subsidy program will pay _____ % of the total rent of the lease.



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The program would like the Owner/Agent to please confirm the following:

1. Shallow Subsidy program (Initial all that applies):

_____ There have been no lease violations within the past 3 months

_____ Tenant has made 3 on time payments of a portion of their rent

_____ Tenant is not behind on rent

_____ Communicate with the Case Manager at all times for tenant support (i.e., report any arrears/lease violations to help the Property Management minimize the problem, rent increase, change of ownership).

2. Street 2 Subsidy program (Initial all that applies):

_____ I understand that the annual recertification process may potentially result in the exiting of a participant from the program, which may also affect contribution that The Salvation Army agreed to pay monthly.

_____ Agree to work with the tenant/participant's rental history (i.e., Eviction record, bad credit...etc.).

_____ Communicate with the Case Manager at all times for tenant support (i.e., report any arrears/lease violations to help the Property Management minimize the problem, rent increase, change of ownership).

_____ Will provide a signed Lease and a copy of the W9 to the program's assigned case manager.

I agree to accept third party payment from The Salvation Army on behalf of the tenant.

Address where The Salvation Army Subsidy Payments should be mailed to (Address must be on W-9 or Lease/Rental Agreement)

Attn: _____ **Address:** _____

City: _____ **Zip:** _____

By signing below, I have read and understand the above information.

Landlord/Authorized Agent (Print) _____

Phone # _____ Alternate (optional) _____

Email Address _____

Signature X _____