



HOUSING SECURITY DEPOSIT PROGRAM

Security Deposit Loan Assistance Program
Landlord Information Packet

Dear Property Owner/Agent,

Welcome, and thank you for taking the time to learn about our program! Please take a moment to read the following Frequently Asked Questions about the Housing Security Deposit Program before filling out any forms that have been given to you by your prospective tenant:

What exactly is the Housing Security Deposit Program?

The Housing Security Deposit Program (HSDP) provides assistance with rental security deposits to eligible persons in accordance with 2018 HUD Area Income Limits and other program requirements. The Community Resource Center of Teton Valley (CRCTV) will pay the full amount of the tenant's security deposit by the move-in date and the tenant will be responsible to make monthly payments to the HSDP provider (CRCTV) until the loan amount is paid in full.

How does my prospective tenant apply for the program?

Tenants must first pick up an application at the Community Resource Center of Teton Valley (CRCTV). Once they have found a rental and a Landlord who is willing to work with the program, they must fill out the application in full, and have the prospective Landlord complete the Landlord Verification Form. Once that is done the applicant may call the CRCTV to schedule an appointment. The application process generally takes 5-7 days from the initial appointment. The tenant should not move into the apartment until the loan process is completed!

At the first interview, we will review the application and the tenant's income to determine if they qualify for the program. Please note that qualification does not imply that the tenant is approved! It is only approved and finalized once we have received all the signed documents.

If the tenant meets program qualifications, they will be given a loan agreement/promissory note to sign.

When this has been done, the tenant must return the signed inspection form to the CRCTV. If everything has been done properly and all necessary documents have been received, a CRCTV representative will give final approval to the tenant. The Landlord will then be notified that our process is complete, and a check will be issued to the Landlord.

If you have any further questions, please feel free to call (208) 354-0870.

Please note: This form is to be completed by NEW landlord.

LANDLORD VERIFICATION FORM

The person(s) named below:

_____ has applied to our program for security deposit assistance. We need the following information before they can be considered.

Please fill out the following:

Address of available rental: _____

Monthly rent: _____ Security deposit: _____ Amount due to move in: _____

Utilities included: _____ No. of bedrooms: _____

Proposed date of move in: _____ Length of lease: _____

Note: A lease must be available for tenant to be eligible. Tenants at will are not eligible for this program.

Signing this form indicates your willingness to work with our Housing Security Deposit Program. If the tenant is approved and a satisfactory rental inspection form is received, you will receive the full amount of the required security deposit per the lease.

Please print the following information on who should receive the payment.

Print name: _____ Phone number: _____

Name of company (if applicable): _____

Mailing address: _____

I certify the accuracy of the above information, that I have read and understand the information sheet on the Housing Security Deposit Program and agree to work with the program administered by the Community Resource Center of Teton Valley.

Signature: _____ Date: _____

HOUSING SECURITY DEPOSIT PROGRAM
RENTAL INSPECTION FORM

Tenant(s) Name: _____

Rental Address: _____

Landlord name: _____ Phone number: _____

Does the rental have the following?

Smoke detectors	Yes	No	Heating	Yes	No
Window screens	Yes	No	Free of rodents	Yes	No
Shower/tub	Yes	No	Stove	Yes	No
Refrigerator	Yes	No	Safe entry/exit	Yes	No

Comments: _____

Please check every room and make notes of broken or cosmetic damage:

Kitchen: _____

Living room: _____

Bedrooms: _____

Bathrooms: _____

Other: _____

Landlord Signature

Date

Tenant Signature

Date