

# Landlord Incentives Program

## For Renters Only:

As a participant in L.I.P., I will

- ◇ Fill out the Move In/Out Inspection carefully
- ◇ Follow all rules and regulations for my rental unit AND the entire building/property
- ◇ Pay rent on time
- ◇ Treat the unit/property with care
- ◇ Participate with regular check-ins with my Case Manager
- ◇ Notify the persons designated by landlord if there are any problems with the unit

Participant Signature \_\_\_\_\_ Date \_\_\_\_\_

## For Landlords Only:

As a participant in L.I.P., I will

- ◇ Provide a rental unit to the above renter for at least a 12-month term
- ◇ Confirm the condition of the unit with the Move In/Out Inspection form
- ◇ Keep a rent payment record for the term of the lease
- ◇ Submit a claim within 21 days of lease termination (if applicable)
- ◇ Provide all supporting documentation if a claim is submitted
- ◇ Provide feedback about the program at the end of the lease term

Landlord Signature \_\_\_\_\_ Date \_\_\_\_\_

## For L.I.P. Staff Only:

Received by: \_\_\_\_\_ Date Received: \_\_\_\_\_

**MY ROLE:**

\_\_\_ Connect with resident a minimum of a monthly basis whether that be a home visit or a phone call.

\_\_\_ Be a point of contact to communicate with the landlord when needs arise.

\_\_\_ Assist in setting and reaching goals and help with connecting with other community resources.

**Case Manager** \_\_\_\_\_ **Date** \_\_\_\_\_

**YOUR ROLE:**

\_\_\_ Communicate with your case manager within the week if your monthly income status changes at any point in the month.

\_\_\_ Communicate with your case manager within the week if there are any concerns with your place or you are unable to contact landlord

\_\_\_ Communicate with your case manager within the week if your contact information changes, such as phone number.

**Tenant** \_\_\_\_\_ **Date** \_\_\_\_\_

**LANDLORD ROLE:**

\_\_\_ Communicate to tenant's L.I.P. case manager (Kim) within two weeks if non-payment of rent.

\_\_\_ Communicate with tenant and case manager (Kim) within the month if issues arise.

**Landlord** \_\_\_\_\_ **Date** \_\_\_\_\_