

Community Action Program Belknap-Merrimack Counties, Inc.

FUEL ASSISTANCE PROGRAM

Landlord/Tenant Information and Verification Form

THIS FORM MUST BE COMPLETED ENTIRELY BY THE LANDLORD/MANAGER ONLY

By completing this form, your Tenant may be assisted through the Fuel/Electric Assistance Programs.

Please return the completed form to the Tenant as soon as possible Please complete in ink or type.

TENANT NAME: _____ DATE OF OCCUPANCY: _____

RENTAL STREET ADDRESS: _____

CITY/TOWN : _____ PHONE: _____

Number adults in household: _____ Number of children: _____

TYPE OF DWELLING: Circle one: Single-family Multi-family (3+Apts) Duplex Mobile home Rooming house

Year Dwelling was built: _____

PLEASE LIST EVERYONE LIVING IN THE HOUSEHOLD

Total Number of rooms _____ (do not count bathrooms or hallways)

Type of fuel used for heat: Oil Kero Propane NatGas Wood Electric Other _____

Is the tenant responsible for full rent: ___Yes ___No (NOTE: City and Town Welfare is not a subsidy)

IF NOT: Agency paying _____ Amount of subsidy \$ _____

Rental Amount: \$ _____ PER: Month or Week Past Due \$ _____

Utilities included in rent: Heat _____ Electric _____ Utility Allowance \$ _____

Name & address of Landlord/Management Co:
(No PO Box)

***If heat is included in rent, payment is to be made to:**
(Must match info on W9 and NH Hires Form)

Please Print

Please Print

Signature of Landlord/Manager (required)

PHONE (required)

DATE (required)

Requirement for payment

*When the heat is included in the rent, the FAP payment will be made towards the rent. **The landlord must complete an Alternate W-9 Payers Request for Taxpayer Identification Number and Certification and the NH Employment Security Form** (New Hire Reporting Law Requirement). Submit these completed forms to the local Community Action Program office. Please read the instructions carefully. Should you have questions please contact your nearest Area Center.

Concord Laconia Suncook Warner Franklin Meredith
225-6880 524-5512 485-7824 456-2207 934-3444 279-4096