

**Rental Relief Fund  
Rental Assistance Agreement**

Rental assistance from the Rental Relief Fund cannot be provided without an agreement between the Agency and the owner/Landlord. Rental assistance payments can only be made to an owner with whom the Agency has entered into a rental assistance agreement.

For purposes of calculating rent the rent shall:

- equal the sum of the total monthly rent for the unit
- include any fees required for occupancy under the lease (other than late fees and pet fees)

The rental assistance agreement with the owner must terminate and no further rental assistance payments under that agreement may be made if:

- The program participant moves out of the housing unit for which the program participant has a lease;
- The lease terminates and is not renewed; or
- The program participant becomes ineligible to receive rental assistance.

The Agency must make timely payments to each housing owner in accordance with the rental assistance agreement. The rental assistance agreement must contain the same payment due date, grace period, and late payment penalty requirements as the program participant's lease. The Agency is solely responsible for paying late payment penalties that it incurs with non-OHS funds.

This agreement is made between \_\_\_\_\_ and \_\_\_\_\_  
service provider property owner / landlord  
on behalf of \_\_\_\_\_  
participant/tenant

In consideration of the mutual benefits and promises herein, THE PARTIES AGREE THAT:

The property owner / landlord and the participant/tenant have entered into a legally binding, written lease

for the following residential premises:

- Apartment  Condominium Unit  Single Family Home  Single Room Occupancy (SRO)

located at \_\_\_\_\_  
address apt. # zip code

This Rental Assistance Agreement is to begin on the \_\_\_\_\_ day of \_\_\_\_\_, 20 \_\_\_\_\_,

and end on the \_\_\_\_\_ day of \_\_\_\_\_, 20 \_\_\_\_\_.

The participant/tenant will pay rent at the following rate:

\$ \_\_\_\_\_ per \_\_\_\_\_ (Week/Month).

The Service Provider will pay rent at the following rate:

\$ \_\_\_\_\_ per \_\_\_\_\_ (Week/Month).

The first payment of rent is due on the \_\_\_\_\_ day of each \_\_\_\_\_ (week/month).

The security deposit (if applicable) for the premises is in the amount of \$\_\_\_\_\_.

**This Rental Agreement covers payment for rental assistance up to three months, totaling \$\_\_\_\_\_.**

**OTHER TERMS & CONDITIONS:**

- I. It is required that the property owner and participant/tenant have a Tenancy At-Will Agreement, written tenancy agreement, or have a signed lease agreement in order to receive these funds.
- II. During the term of this agreement, the property owner (or designee) will provide the service provider with copies of any notices pertaining to the tenancy, including any legal notices pertaining to an eviction action against the participant/tenant.

***NOTE: If the check payable by the service provider is to be written to a specific person, such person must provide proof of ownership of the property and attach it hereto.***

***If check is made to an individual, Social Security # is required: \_\_\_\_\_ - \_\_\_\_\_ - \_\_\_\_\_.***

**Otherwise, TAX I.D. # required: \_\_\_\_\_.**

**Make check from service provider payable to: \_\_\_\_\_**

**Send check from service provider to:**

\_\_\_\_\_ address \_\_\_\_\_ zip code

Property owner(s)/ Landlord and Service Provider Signature must sign below:

Owner/Landlord Electronic Signature:  
\_\_\_\_\_

Telephone # \_\_\_\_\_ Date: \_\_\_\_\_

Service Provider Electronic Signature: \_\_\_\_\_

Telephone # \_\_\_\_\_ Date: \_\_\_\_\_