Landlord Verification Instructions

!!! ATTENTION !!!

Dear Landlord,

PLEASE NOTE: Some information has changed. Please read the following information provided and complete the attached forms.

Your tenant is applying for our Energy Services Program. In order to determine his/her eligibility, we must have accurate information. It is mandatory that all renters with heat included have a Landlord Verification Form completed by the Landlord or Property Manager only. Please make sure all information requested is completed accurately and in its entirety on the form.

All forms submitted must provide either the landlord’s Social Security number or Tax Payer ID in order for payment to be made. If tenants are responsible for their own heat, the landlord’s SSN and Tax Payer ID are not needed.

If heat is included in rent, Energy Services will provide assistance in the form of a Heating Voucher equaling no more than $315 per month. The number of months someone may be eligible is based on the amount of the award but the maximum would be December through April. The full months rent will no longer be paid by the Fuel Assistance Program. Your tenant will receive the heating voucher(s) and will be responsible for having it/Them signed by you and submitted to our office for payment.

If there are any questions about any of these changes please contact one of our offices:
Keene: 603-352-7512
Claremont: 603-542-9538

Please note that if there is a blank W-9 form attached to the landlord form, we will need this completed. We need these on file for any landlord receiving payment from us (if you have already completed and returned a W-9 for your property you do not have to complete another one). We suggest that you submit both the landlord form and the W-9 to us directly for privacy reasons.

Rev 6/19 LL
Energy Assistance Rental Verification

This form must be completely filled out and signed by your landlord or property manager before your application for the Energy Services Program(s) can be completed. Please circle answers.

Date Completed: ____________________

1. Please list EVERYONE residing in the unit:

2. Physical address of Tenant(s) ______________________________

3. Move-in Date: ________________ Move-out Date: ________________

4. Is this tenant a Border? Yes No *(Boarder: must be a Certified Boarding House)

5. Is this a: House Mobile Home Duplex Apartment Boarding House

6. Number of rooms not including bathrooms, closets and pantries: _________

7. Type of heating fuel: Oil Kerosene Wood Pellets Propane Electric Coal Natural Gas

8. Utilities included in rent: Heat Hot Water Electric None

9. If heat is not included, does the tenant reimburse the landlord? Yes No
   9a). What is the Tenant’s % of the bill? _____%
   9b). Please provide copy of the fuel bill. Reimbursements will be paid directly to the fuel company.

10. Amount of rent paid: $____________ Weekly Bi-Weekly Monthly
    10a. Amount of rent currently past due: $____________
    10b. Is this Section 8 or Subsidized? Yes No
        If yes, what is the Tenant’s portion? $____________

________________________   __________________________
Signature of Landlord/Manager   Check Payable To
(Please Circle the Correct Title) (If Business, List Name or LLC)

________________________   __________________________
Landlords’ Physical Address (no PO Box)   Landlords’ Mailing Address

________________________
Landlords’ Phone Number

________________________
Tax Payer ID# or Social Security Number
As it should be on the 1099
(ONLY NEEDED IF HEAT IS INCLUDED)

________________________
Landlords’ Email Address

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