

LEASE VERIFICATION FORM

DATE: _____

PARTICIPANT NAME: _____

LAST 4 OF SOCIAL SECURITY # _____

PARTICIPANT PHONE #: _____

LANDLORD NAME: _____

UNIT ADDRESS _____

LANDLORD PHONE: _____

It is required under the HAP Contract that the landlord provides a copy of the lease to the Cheyenne Housing Authority (CHA) at the time of Recertification, Unit Transfers, New Lease Ups, or Change of Ownership. The CHA reminds all parties that the lease agreement is a legal binding document between the landlord and tenant, which creates and defines the landlord-tenant relationship.

The owner and the tenant must enter and execute a written lease for the unit. The lease must be in the standard form the owner uses in the locality for rental to unassisted tenants. The HAP Contract prescribed by HUD contains the owner's certification that, if the owner does use a standard lease form for rental to unassisted tenants, that lease form is used for the assisted tenants as well. If the owner does not use a standard form of lease to unassisted tenants, CHA model lease may be used for the assisted tenant.

The lease must include at a minimum the following information:

- Names of the owner and tenant;
- Unit address;
- Term of the lease, including initial term and provision for renewal;
- Amount of monthly rent to owner and security deposit amount;
- Specification of what utilities and appliances the owner must supply and what utilities and appliances the family must supply.
- Federal regulations require the Tenancy Addendum, which is Part C of the HAP Contract, must be incorporated into your lease, either as an addendum or in the body of the lease.

Check whichever of the following applies:

_____ We have our own signed lease/rental agreement and will provide a copy to CHA.

_____ We do not have our own signed lease/rental agreement and use CHA's model lease.

Tenant Signature & Date

Landlord Signature & Date

Co-Tenant Signature & Date