



LANDLORD PACKET TABLE OF CONTENTS

Community Rebuilders relies on the Program Participant to convey for completion the enclosed set of documents to a Landlord who has agreed to rent to the Participant of a Community Rebuilders program. These documents are known collectively as a “Landlord Packet” and consist of the following:

- Program Description *and* Expectations
- IRS Form W-9, “Request for Taxpayer Identification Number and Certification
- Request for Unit Approval
- Lease Addendum
- Preparing for Housing Quality Inspections
- Disclosure of Information on Lead-Based Paint and/or Lead-Based Paint Hazards
- Community Rebuilders magnet with contact information

Community Rebuilders thanks you for working with us!

The contents of the Landlord Packet must be completed and signed prior to any lease-up on a unit



COMMUNITY REBUILDERS - LANDLORD PACKET

DESCRIPTION OF ASSISTANCE: This assistance is provided with federal-funds. It is designed to support low-income families with short-term financial assistance to lease safe, decent, and privately-owned housing. This assistance supplements what households can afford to pay on their own for a period of up to 6 months. At the end of the assistance term, the family maintains the housing unit and begins paying the entire portion of rent.

WHAT LANDLORDS CAN EXPECT FROM COMMUNITY REBUILDERS:

- Payment of Security Deposit – The Security Deposit will be paid in full with the first month’s rent. At the end of tenancy, this security deposit may be returned in part or full to tenant in accordance with Michigan Security Deposit Law. Community Rebuilders will not pay any additional damage charges.
- Guaranteed Rent Payments – Housing Assistance Payments will be paid directly to the Landlord; Tenants will also pay their portion directly to the Landlord. Tenant’s portion is based on 30% of monthly adjusted income.
- Beginning lump sum payment – Landlord’s first payment will include first month’s rent, and security deposit
- Inspection of the unit prior to lease signing – The unit must pass an HQS (Housing Quality Standards) inspection prior to lease signing. Community Rebuilders will provide a trained inspector to inspect the unit for basic safety and decency standards. See enclosed information sheet “Preparing for a Housing Quality Inspection”
- A lease addendum that states that the dates of the rental assistance coincide with the dates of the lease, and the addendum terminates with the assistance leaving the original lease in effect.
- Thirty-day written notice before assistance terminates
- Other benefits from partnering with Community Rebuilders including: free advertising of your vacant units to a pool of ready-to-rent tenants, renters who have signed agreements to be “Quality Tenants”, connection to a Community Rebuilders Housing Resource Specialist to help neutralize problems or concerns, satisfaction from helping others; you are playing an integral part in making your community better and solving the problem of homelessness.

WHAT COMMUNITY REBUILDERS EXPECTS FROM LANDLORDS:

- Completion of the enclosed set of five (5) documents which includes: **1.** IRS form W9, **2.** Request for Tenancy Approval, **3.** Landlord Payment Information Form, **4.** Disclosure of Information on Lead Based Paint and/or Lead Based Paint Hazards, **5.** Lease Addendum.
- A rental unit that passes HQS inspection
- Fair Housing Opportunities – All Community Rebuilders landlords are expected to comply with all applicable Fair Housing laws.
- A rental amount that is at or below HUD’s Fair Market Rent rate.
- Timely notification to Community rebuilders if Tenant fails to pay their portion of the rent, and provide Community Rebuilders copies of any legal notice or evictions served to the tenant.

The contents of the Landlord Packet must be completed and signed prior to any lease up on a unit.

The unit must pass an HQS Inspection prior to tenant signing the lease.