



### **HSC Rent Utility Assistance Program – Landlord Verbal Certification of Rent Owed**

Applicant Name: \_\_\_\_\_

Application Match ID Number: \_\_\_\_\_

This document is to certify the amount owed by the program participant to their landlord. This form is only to be used when efforts to retrieve source documentation are documented and unsuccessful during the course of regular HSC processing.

☐ Best efforts have been made to retrieve source documentation showing the amount owed, including but not limited to:

- To-date rental ledger
- Current lease
- Written certification from property owner

☐ Landlord has been contacted via phone and has verbally confirmed the amount owed as:

\$\_\_\_\_\_ Phone Call Date: \_\_\_\_\_

Landlord/Responsible Party Name: \_\_\_\_\_

\_\_\_\_\_  
HSC-partnered Agency Staff Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
HSC-partnered Agency Staff Name

\_\_\_\_\_  
Douglas County Housing & Human  
Services Program Manager Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Douglas County Housing & Human  
Services Program Manager Name