

# Landlord Verbal Certification of Rent Owed

## Housing and Human Services

2518 Ridge Ct

Lawrence, KS 66046



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## Applicant Information

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 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.

Amount Owed \$

Phone Call Date

Landlord/Responsible Party Name

*HSC-Partnered Agency*

Staff Name

Staff Signature

Date

*Douglas County Housing & Human Services Program Manager*

Print Name

Signature

Date