

LANDLORD CONTACT INFORMATION

Business Name		Primary Contact	
Street Address		City	State ZIP Code
Primary Telephone Number	Secondary Telephone Number	Email Address	

LANDLORD EXPECTATIONS

1. The landlord will provide the referring PCCA a copy of the unsigned lease/rental agreement and house rules before or during the application process so that the PCCA can review the rental rules and responsibilities with the applicant. The landlord also will provide the PCCA with a copy of the signed lease/rental agreement, any house rules and the completed **Move-In Condition Report**, signed by the landlord, PCCA, and tenant. Additionally, the landlord will send the PCCA and NDHFA a copy of any changes to the lease/rental agreement and any house rules at the same time that the tenants are notified of the changes.
2. The landlord will provide housing that is affordable and well maintained over the length of the tenancy.
3. The landlord will communicate orally and/or in writing with the referring PCCA and NDHFA when problems arise with the covered household. Problems may include issues raised during the application process (i.e. incomplete information or failure to meet screening criteria) or during tenancy. Specifically, the landlord commits to notifying the PCCA and/or NDHFA in the event of: 1) issues that may lead to a written notice to the tenant, 2) any type of written notice to the tenant, 3) late payment of rent, 4) any other issues or action that may affect the continuation of tenant's tenancy, and 5) awareness of any potential or actual damage to the rental unit. The goal is to communicate with the PCCA and NDHFA and work together to resolve issues **before** moving towards an eviction and/or any action that may jeopardize the tenant's housing.
4. The landlord will quickly notify the PCCA and/or NDHFA when issues arise and work closely with them to prevent damages. If damages occur despite early interventions, the landlord will follow Opening Doors Policy and Guidelines in filing a claim. The landlord will submit an Opening Doors Claim Form within 60 days of discovering damage or loss or, if the tenant has vacated the unit, within 60 days of the tenant's move out date.

PARTICIPATION ACCEPTANCE

Signature
