

Washington Hancock Community Agency
Terms of the Verbal Rental Agreement or Lease

This form must be completed when the Primary Applicant indicates they do not have a lease/rental agreement in writing. The landlord must complete the Terms of the Verbal Rental Agreement or Lease form.

This form is NOT to be used if the Primary Applicant indicates they have a written Rental/Lease Agreement.

Fill in the Landlords name and the Primary Applicants name.

Fill in the rental property address.

Fill in the date the Primary Applicant moved into the property.

Fill in the amount the Primary Applicant is paying for rent.

Fill in the number of people living in the home.

List the names of everyone living in the home.

Check who is responsible for paying the electric the landlord or the tenant.

Check who is responsible for paying the heat the landlord or the tenant.

List what type of fuel is used to heat the home.

The tenant must sign and date the form.

The landlord must sign, date, and list their physical address on the form.

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This describes a verbal rental agreement made between:

_____ (Landlord) and _____ (Tenant)

For the property at:

_____ (Address)

_____ (City, State and Zip Code)

Date Tenant move in: _____

Rent Amount \$ _____ (circle) month / week

The # of tenants in this residence: _____

Names of tenants (please list everyone who lives at this address)

Who is responsible for paying the electric? Landlord Tenant

Who is responsible for paying the heat? Landlord Tenant

What type of fuel is used to heat the residence? _____

The tenant receives a subsidy toward rent Yes No

I certify that the information contained herein is accurate and true to the best of my knowledge. If I have intentionally falsified any of this information, I understand I may be liable to MaineHousing for repayment of any benefit received.

(Tenant's Signature) (Phone) (Date)

(Landlord's Signature) (Phone) (Date)

Landlords Address: _____

No Post Office Boxes