



Northampton County Community Mediation & Eviction Diversion Program
Landlord Application

Name: _____

Home Address: _____

City, State, Zip Code: _____

Phone Number: _____ Email: _____

1. Will you accept electronic payment of funds via Direct Deposit?

Yes No

2. Are you able to provide the required banking information to receive the disbursement of funding?

Yes No

3. Do you agree to waive the right to collect rent from the lessee for the months with funding assistance is being applied?

Yes No

Name(s) of Lessee (must match Lessee Household Certification)	Months of Assistance Requested	Amount of Assistance Requested
Total Amount of Assistance Requested		

4. Have you provided ownership documentation for each rental unit listed above?
Acceptable proof of ownership documents include, but are not limited to a copy of the deed, sales contract, most recent property tax receipt, a copy of the mortgage, or proof of homeowner's/hazard insurance from the most recent year.

Yes No

5. Do you have either a written or oral lease agreement with your lessee(s)?

Yes No

6. Have you and/or your lessee(s) provided a lease agreement (written) and included a third-party document that can be used to verify residency for each lessee requesting funding assistance (i.e. utility bill, cancelled check with address, pay stub or ID showing the current residence address)? Please include third-party supporting documentation for both written and oral leases.

Yes No

7. Do you attest that each lessee requesting funding assistance occupied or will continue to occupy the residence for every month which funding assistance funds are being applied?

Yes No

8. Do you attest that all property taxes on buildings associated with any lessee listed above are paid and up to date?

Yes No

9. Please read the Housing Quality Standards checklist on the Landlord/Property Certification. Do each of the rental properties for which funds are being requested meet these guidelines?

Yes No

10. Do you agree to not begin any eviction proceedings during the time covered by the rental assistance?

Yes No

Note: If approved to receive funding, landlords/property owners will be required to provide a W-9.

If approved, lessees benefiting from funding assistance will be released from any obligation to pay any past due or future rent for the months which funding assistance funds are being applied. There shall be an agreement to not begin any eviction proceeding during the time covered by the rental assistance. Funding for this program will allow payment for future rent, but only for 3 months of future rent at a time and will be reviewed thoroughly. Additionally, the funding will not exceed the monthly rental payment.

Landlord Name (Print): _____ Date: _____
Landlord Signature: _____ Date: _____

REMINDER: A complete application consists of all three application documents. Submissions that do not include all three application documents (Landlord Application, Landlord/Property Certification and Lessee Household Certification/Rental Application) and all supporting documentation cannot be processed.



Northampton County Community Mediation & Eviction Diversion Program Landlord/Property Certification

Landlords/property owners must certify below that the information provided below is true and accurate and any funds received for any lessee will be applied in accordance with the approval of their application. Landlords/property owners must acknowledge that they have read the Housing Quality Standards below and certify that, to the best of their knowledge, the units for which funds are being applied meet the Housing Quality Standards listed below.

In situations involving manufactured homes where the applicant is paying land rent, the lessee (or owner of the dwelling) must certify the following housing quality standards. In those cases landlords or owners of the manufactured home community, by signing below, must certify as to the habitability of the land on which the manufactured home is located.

Housing Quality Standards

Living Room

- There are at least two working outlets or one working outlet and one working light fixture.
- There are no known electrical hazards.
- Windows and doors that are accessible from the outside are lockable.
- There is at least one window and ALL the windows are free of signs of severe deterioration and have no missing or broken panes in each room of the apartment.
- The ceiling, walls and floor are sound and free from hazardous defects.
- All interior surfaces are free of cracking, scaling, peeling, chipping and loose paint. In addition, all were treated and covered to prevent the exposure of lead based paint hazards.
- Weather stripping is present and in good condition on all windows and exterior doors.

Kitchen

- There are at least two working outlets or one working outlet and one working light fixture.
- There are no known electrical hazards.
- Windows and doors that are accessible from the outside are lockable.
- There is at least one window and ALL the windows are free of signs of severe deterioration and have no missing or broken panes in each room of the apartment.
- The ceiling, walls and floor are sound and free from hazardous defects.
- All interior surfaces are free of cracking, scaling, peeling, chipping and loose paint. In addition, all were treated and covered to prevent the exposure of lead based paint hazards.
- Weather stripping is present and in good condition on all windows and exterior doors.
- There is a working oven and a stove (or range) with top burners.
- There is a refrigerator that works and maintains a temperature low enough so foods do not spoil over a reasonable time.
- The kitchen sink has hot and cold running water.
- There is a space to prepare food.

Bathroom

- There are at least two working outlets or one working outlet and one working light fixture.
- There are no known electrical hazards.
- Windows (if applicable) and doors that are accessible from the outside are lockable.
- There is at least one window and ALL the windows are free of signs of severe deterioration and have no missing or broken panes in each room of the apartment.
- The ceiling, walls and floor are sound and free from hazardous defects.
- All interior surfaces are free of cracking, scaling, peeling, chipping and loose paint. In addition, all were treated and covered to prevent the exposure of lead based paint hazards.
- Weather stripping is present and in good condition on all windows and exterior doors.
- There is a working toilet in the unit for exclusive private use.
- There is a working, permanently installed wash basin with hot and cold running water.
- Bathroom must either have at least one operable window or a working vent system.

By signing below, I hereby attest that the lessee will be released from any remaining obligation for any past due or future rent for which funding is received. I acknowledge that the county makes no representation or warranty regarding the condition of any property or rental unit for which funding assistance is received and that issuance of funding on behalf of any lessee to any landlord or property owner should not be construed as the county's acceptance of any property condition(s) or approval of the terms of any lease that has been provided as part of this application.

Name: _____ Date: _____
Signature: _____ Date: _____

Name: _____ Date: _____
Signature: _____ Date: _____

***Please ensure you have a signed copy of the Lease Agreement and/or third-party documentation verifying occupancy for each lessee seeking assistance. In instances where the lease is a verbal lease agreement between the landlord and any lessee, third-party documentation verifying occupancy is required. These documents must be submitted as part of your application. Insufficient or missing documentation may cause a delay in processing or, in some cases, a denial of the application. Additional documentation may be requested during the review of your application.