



CITY OF WESTBROOK
Rental Information Agreement
(This form must be completed in its entirety)

NOTICE TO LANDLORD: THE CITY OF WESTBROOK'S CODE ENFORCEMENT DEPT. WILL NOW BE INSPECTING ALL HOUSING UNITS PRIOR TO THE GENERAL ASSISTANCE OFFICE AUTHORIZING PAYMENT ON AN APPLICANT'S BEHALF.

PLEASE PROVIDE COMPLETE AND ACCURATE CONTACT INFORMATION SO THAT THE INSPECTION CAN BE SET UP AND COMPLETED IN A TIMELY MANNER.

TENANT'S NAME: _____ DATE: _____

1. Address of rental unit: _____ Apt# _____ Bedrooms (#): _____

2. What is the landlord's name (person or firm who owns the building)? _____

Phone # _____ E-mail _____

Tax ID # _____ OR Social Security # _____

3. What is the unit manager's name (if other than above)? _____

Business Phone# _____ Cell#(optional) _____ E-mail _____

4. Rent amount \$ _____ weekly \$ _____ monthly

5. Is a security deposit required: YES _____ NO _____ If yes, amount \$ _____

If the City pays a security deposit, the entire deposit must be returned to the City of Westbrook within 21 days (or within a 30-day window, if lease indicates a 30-day security deposit return) after the tenant moves out indicating amount being returned. (A security deposit cannot be kept for "normal wear and tear".)

6. What utilities are included in the rent? Water/Sewer ___ Hot Water ___ Electric ___ Heat ___ Gas for cooking ___

7. How is the unit heated? Electric ___ Gas ___ Oil ___ Other ___ (please explain) _____

8. Is the tenant named above occupying this unit? YES _____ NO _____ If no, when is unit available? _____

9. Number of **persons** occupying this unit? _____

Names of people sharing apartment/house: _____



10. Is handicap access required for anyone in this household? YES___NO___

11. Term of Lease _____ to _____. Or tenant at will _____

12. Any Relationship to the tenant? YES___NO___ - If "yes" how? _____

Landlord Signature _____ **Date** _____

I certify that the above-referenced unit has been inspected and there are no deficiencies:

Code Enforcement Official _____ **Date** _____

NOTICE: This Rental Information Agreement is not intended to imply that the prospective tenant is either eligible for assistance or that they will necessarily be renting an apartment from you. All rental payments are made directly to the Landlord, not the tenant. Applicants receive a written decision stating whether or not assistance has been granted. A purchase order is provided for the landlord.

City of Westbrook General Assistance (207) 854-0676 x5280