



# Shelter Expense Statement

202H

**Rent Certification (to be completed by landlord)** This form is intended to clarify the specific out-of-pocket housing costs and living arrangements of this person and all other people living with them.

I certify that \_\_\_\_\_ is a tenant in one of my rental units and began/will begin paying \$ \_\_\_\_\_ per \_\_\_\_\_ on \_\_\_\_\_ at \_\_\_\_\_  
name of renter amount month/week/other month/day/year street address town state zip code

The following people share this rental unit: \_\_\_\_\_  
Names of ALL people in the living unit

If renter is renting an apartment: Number of tenants in renter's apartment \_\_\_\_\_  
Apartment is in  1 family house  mobile home  duplex (2 apts.)  3 or more apts.  other - specify: \_\_\_\_\_

If renter is renting only a room: Number of roommates in renter's room \_\_\_\_\_  
Does the room rent include renter's meals?  No  Yes - If yes, how many meals are included per day? \_\_\_\_\_

How many bedrooms are in the unit the renter occupies?  0  1  2  3  4  5

The rental amount includes payment in full for: (check every item included)

- rent only       hot water       cooking fuel       telephone       lot rent
- heat       lights       food       rubbish removal       condo fees
- air conditioning       other - specify: \_\_\_\_\_

What types of heating fuel can the rental unit use? Main type \_\_\_\_\_ Other types \_\_\_\_\_

Is this subsidized housing?  No  Yes - If yes:  Section 8?  VRS?  Section 23?

Name of Housing Authority? \_\_\_\_\_

What is contract rent amount? \$ \_\_\_\_\_ per \_\_\_\_\_ What is this tenant's share of the rent? \$ \_\_\_\_\_ per \_\_\_\_\_  
amount amount

Does renter receive a separate subsidized fuel and/or utility allowance?  Yes - \$ \_\_\_\_\_ utility \$ \_\_\_\_\_ fuel  
 No  Unknown

A deposit of \$ \_\_\_\_\_  has been paid.  is due.

Is rent overdue?  No  Yes - amount? \$ \_\_\_\_\_

Rent was last paid on \_\_\_\_\_ for the period \_\_\_\_\_ to \_\_\_\_\_  
date date date

Print landlord's name

Signature of landlord

Telephone number

Date

Landlord's mailing address

## Verification (to be completed by renter)

Name and address of fuel company or wood dealer \_\_\_\_\_

The above is a correct statement of my rent agreement with my:  landlord  relative

Signature of renter

Date

New mailing address

Renter's social security number

**To The Renter:** The Department for Children and Families (DCF) is required to verify all shelter expenses. **You may detach these instructions from the form before taking it to your landlord.** Your landlord may complete this form, or you can ask your landlord to provide a signed statement that includes all of the information requested above. Whichever way the landlord provides the information, you must complete the section above and return the form within 10 days in the postage paid envelope we provided.