Landlord Incentive Request & Agreement Form

Please email this completed form to request an incentive through the CCSI Landlord Incentive Program support@frontdoorny.org.

Check the box below to indicate the specific incentive being requested.

☐	$1,000	Bonus for renting first unit through agency approved program
☐	$500	Bonus for renting up to four additional units through agency approved program
☐	Amt. Requested $	Warranty-Reimbursement for repairs that are a direct result of damage caused by the tenant & for rent loss not paid by tenant.

Tenant Name: _____Address: _____

The following documents must be submitted to be eligible for an incentive

☐ W-9 form with landlord information ☐ Tenant Ledger (for warranty/past due rent cases only)

☐ Copy of signed lease

☐ Verification that unit was rented to a participant in agency approved program (Please provide the information below in the *Service Provider Information* section)

☐ Itemized estimates for repairs or receipts for work already completed (*If requesting incentive for damages*)

☐ Tenant Identification card (Ex: Driver's license, Government provided ID, Benefit Card etc.)

☐ Tenant Income verification (Ex: Paystubs, budget sheet, award letters, etc.)

☐ Move-In Apartment Inspection Form

Service Provider Information (organization & case manager that is supporting your tenant)

Organization Name	
Name of Case Manager	
Case Manager Email	
Case Manager Phone	

Landlord/Property Manager Information (**Must Match W9)

**Landlord/Property Management Company	
Name of Person Completing Form	
**Business Address	
Business Phone	
Business Email	

I, _____, acknowledge that prior to initiating any eviction proceedings, I will request mediation services through the FrontdoorNY.org mediation program at Coordinated Care Services, Inc. (CCSI) to resolve the matter amicably and explore all available alternatives.

_____

Signature Date

Admin Use Only:

☐ Approve ☐ Deny Date: _____ Client#_____

CCSI Coordinated Care Services, Inc. Innovative Solutions in Human Service Delivery