



Relief & Resource Supports Landlord Information Form

Dear Landlord/Property Manager:

A current or prospective tenant or yours has applied to SCCAP's Relief & Resources initiative for help to pay back rent or first month's rent and or security deposit. In order to receive payment from the program, it is necessary that you provide certain information. **No payment will be released until all necessary paperwork is completed by you and the tenant.**

The following is a list of the information that will be needed:

- **Notice of Past Due Rent: As of 11/16/2022** Every tenant requesting help to pay past due rent must have a court ordered Eviction Notice **in order to be eligible for application submission.**
- **W9** – It is required that you provide your federal tax identification number. You will receive a 1099 from the program for the amount of funds paid on behalf of your tenant. Payment will be made payable to the name listed on the W9. If you are using your SS# on the W9 - please make sure the name on the W9 matches the individual whose SS# is listed on the form.

PAYMENT AGREEMENT – When the tenant has been determined eligible for assistance and either before any funds are released or with the check, SCCAP will provide a Payment Agreement. The agreement will spell out how much is owed to the landlord, the tenant's portion of payment if any, SCCAP's payment amount and anticipated date of payment.

SCCAP makes all payments to the Landlord. The Payment Agreement is confirmation that SCCAP will be providing assistance.

No payment will be released until all applicable paperwork is received by SCCAP from the landlord and the tenant (including a W9 from the landlord).

If you have any questions, please reach out to the office in your county listed below.

Adams County Main Office
153 North Stratton Street
Gettysburg, PA 17325
adamsRR@sccap.org
717-334-7634

Franklin County Main Office
533 South Main Street
Chambersburg, PA 17201
franklinrr@sccap.org
717-263-5060



Landlord's Statement of Rent and Certification for the Emergency Rental Assistance Program

PLEASE PRINT

Please complete the following information and return to SCCAP as soon as possible.

Tenant's Name: _____

Property Address: _____

I am willing to accept payment for arrearages listed below.

I refuse to accept payments for the arrearages listed below.

Landlord Name: _____

Landlord's Mailing Address: _____

Phone Number: _____ Email: _____

Is the client on Section 8 or Subsidized Housing? No Yes. If Yes, please specify tenant's portion of
rent only in information listed below

Information about Past Due Rent :

Monthly Rent: \$ _____ Past Due Rent: \$ _____

Please list all past due months below (please make sure to list any partial months as well):

Late fees and Court Costs: \$ _____ Total Amount Currently Owed: \$ _____
(Late fees must be based on what is in the lease and Court Costs must be accompanied by the form from the Magistrate showing Court Costs.)

I certify that all information listed above is true under penalty of perjury. I understand that the information entered in this application will be used as part of the ERAP program. I certify that I am the owner or legal agent of the residence stated above. The renter is at least one month in arrears of rent payment and is in danger of eviction is arrearages are not paid.

Landlord Signature: _____ Date: _____

Request for Taxpayer Identification Number and Certification

Give Form to the requester. Do not send to the IRS.

► Go to www.irs.gov/FormW9 for instructions and the latest information.

Print or type. See Specific Instructions on page 3.	1 Name (as shown on your income tax return). Name is required on this line; do not leave this line blank.	
	2 Business name/disregarded entity name, if different from above	
	3 Check appropriate box for federal tax classification of the person whose name is entered on line 1. Check only one of the following seven boxes.	4 Exemptions (codes apply only to certain entities, not individuals; see instructions on page 3):
	<input type="checkbox"/> Individual/sole proprietor or single-member LLC <input type="checkbox"/> C Corporation <input type="checkbox"/> S Corporation <input type="checkbox"/> Partnership <input type="checkbox"/> Trust/estate <input type="checkbox"/> Limited liability company. Enter the tax classification (C=C corporation, S=S corporation, P=Partnership) ► _____ Note: Check the appropriate box in the line above for the tax classification of the single-member owner. Do not check LLC if the LLC is classified as a single-member LLC that is disregarded from the owner unless the owner of the LLC is another LLC that is not disregarded from the owner for U.S. federal tax purposes. Otherwise, a single-member LLC that is disregarded from the owner should check the appropriate box for the tax classification of its owner. <input type="checkbox"/> Other (see instructions) ► _____	Exempt payee code (if any) _____ Exemption from FATCA reporting code (if any) _____ <i>(Applies to accounts maintained outside the U.S.)</i>
	5 Address (number, street, and apt. or suite no.) See instructions.	Requester's name and address (optional)
	6 City, state, and ZIP code	
	7 List account number(s) here (optional)	

Part I Taxpayer Identification Number (TIN)

Enter your TIN in the appropriate box. The TIN provided must match the name given on line 1 to avoid backup withholding. For individuals, this is generally your social security number (SSN). However, for a resident alien, sole proprietor, or disregarded entity, see the instructions for Part I, later. For other entities, it is your employer identification number (EIN). If you do not have a number, see *How to get a TIN*, later.

Note: If the account is in more than one name, see the instructions for line 1. Also see *What Name and Number To Give the Requester* for guidelines on whose number to enter.

Social security number											
				-			-				
or											
Employer identification number											
				-							

Part II Certification

Under penalties of perjury, I certify that:

1. The number shown on this form is my correct taxpayer identification number (or I am waiting for a number to be issued to me); and
2. I am not subject to backup withholding because: (a) I am exempt from backup withholding, or (b) I have not been notified by the Internal Revenue Service (IRS) that I am subject to backup withholding as a result of a failure to report all interest or dividends, or (c) the IRS has notified me that I am no longer subject to backup withholding; and
3. I am a U.S. citizen or other U.S. person (defined below); and
4. The FATCA code(s) entered on this form (if any) indicating that I am exempt from FATCA reporting is correct.

Certification instructions. You must cross out item 2 above if you have been notified by the IRS that you are currently subject to backup withholding because you have failed to report all interest and dividends on your tax return. For real estate transactions, item 2 does not apply. For mortgage interest paid, acquisition or abandonment of secured property, cancellation of debt, contributions to an individual retirement arrangement (IRA), and generally, payments other than interest and dividends, you are not required to sign the certification, but you must provide your correct TIN. See the instructions for Part II, later.

Sign Here	Signature of U.S. person ►	Date ►
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General Instructions

Section references are to the Internal Revenue Code unless otherwise noted.

Future developments. For the latest information about developments related to Form W-9 and its instructions, such as legislation enacted after they were published, go to www.irs.gov/FormW9.

Purpose of Form

An individual or entity (Form W-9 requester) who is required to file an information return with the IRS must obtain your correct taxpayer identification number (TIN) which may be your social security number (SSN), individual taxpayer identification number (ITIN), adoption taxpayer identification number (ATIN), or employer identification number (EIN), to report on an information return the amount paid to you, or other amount reportable on an information return. Examples of information returns include, but are not limited to, the following.

- Form 1099-INT (interest earned or paid)

- Form 1099-DIV (dividends, including those from stocks or mutual funds)
 - Form 1099-MISC (various types of income, prizes, awards, or gross proceeds)
 - Form 1099-B (stock or mutual fund sales and certain other transactions by brokers)
 - Form 1099-S (proceeds from real estate transactions)
 - Form 1099-K (merchant card and third party network transactions)
 - Form 1098 (home mortgage interest), 1098-E (student loan interest), 1098-T (tuition)
 - Form 1099-C (canceled debt)
 - Form 1099-A (acquisition or abandonment of secured property)
- Use Form W-9 only if you are a U.S. person (including a resident alien), to provide your correct TIN.
- If you do not return Form W-9 to the requester with a TIN, you might be subject to backup withholding. See What is backup withholding, later.*