

UMOS
Building Better Futures

Landlord Emergency Assistance Payment Acceptance Agreement

11/24/15

Dear [REDACTED]

Your tenant [REDACTED] has applied for an Emergency Assistance grant for the amount of **\$360.00** from UMOS' Emergency Assistance Program. This is a one-time payment. This agreement is not a guarantee of payment; payment issuance is contingent on the applicant's eligibility, which is currently undergoing the approval process.

The eviction notice provided indicates that the tenant owes **\$360.00** in back rent. As part of the application process we must be assured that if the applicant is found to be eligible for Emergency Assistance that you are willing to accept the approved Emergency Assistance grant amount and stop the current eviction proceedings. Payment arrangements for remaining past due amounts are between the landlord and tenant.

If this is agreeable, please complete all information in the box below, and scan and email a signed copy of this agreement me at brenda.franco@umos.org, or fax it to my attention at (414) 769-2840. You can also drop off the completed document at UMOS, 2701 S. Chase Ave., Milwaukee, WI 53207.

This agreement in no way obligates you to continue renting to said tenant if the tenant violates a non-rent part of the rental agreement or becomes delinquent in future rent payments.

If you have any questions or need additional information, please feel free to contact me at (414) 389-6214.

Regards,
 BRENDA FRANCO
 UMOS Emergency Assistance Specialist

I, _____, agree to accept the approved Emergency Assistance grant amount listed above for rent owed by the tenant named above, to stop current eviction proceedings.
(Landlord/Property Owner or Manager Name)

 Landlord/Property Owner or Manager Signature & Date

 Phone Number

Emergency Assistance Payment should be made payable to:

Individual/Company Name: _____

Individual/Company Address: _____

FEIN or Social Security #: _____

This is the (please check one): Property Owner Management Company
 Property Manager (not owner)

BF

Form **W-9**
(Rev. December 2014)
Department of the Treasury
Internal Revenue Service

Request for Taxpayer Identification Number and Certification

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

See Specific Instructions on page 2.

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; check only one of the following seven boxes:
 Individual/sole proprietor or single-member LLC
 Limited liability company. Enter the tax classification (C=C corporation, S=S corporation, P=partnership) ▶ _____
 Note: For a single-member LLC that is disregarded, do not check LLC; check the appropriate box in the line above for the tax classification of the single-member owner.
 Other (see instructions) ▶ _____
 C Corporation
 S Corporation
 Partnership
 Trust/estate

4 Exemptions (codes apply only to certain entities, not individuals; see instructions on page 3):
 Exempt payee code (if any) _____
 Exemption from FATCA reporting code (if any) _____
 (Applies to accounts maintained outside the U.S.)

5 Address (number, street, and apt. or suite no.) _____
 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 Part I instructions on page 3. For other entities, it is your employer identification number (EIN). If you do not have a number, see *How to get a TIN* on page 3.

Note: If the account is in more than one name, see the instructions for line 1 and the chart on page 4 for guidelines on whose number to enter.

Social security number								
				-				
or								
Employer identification number								
				-				

Part II Certification

Under penalties of perjury, I certify that:

- 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
- 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
- I am a U.S. citizen or other U.S. person (defined below); and
- 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 on page 3.

Sign Here Signature of U.S. person ▶ Date ▶

General Instructions

Section references are to the Internal Revenue Code unless otherwise noted. Future developments. Information about developments affecting Form W-9 (such as legislation enacted after we release it) is at www.irs.gov/fw9.

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 (cancelled 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?* on page 2.
- By signing the filled-out form, you:
1. Certify that the TIN you are giving is correct (or you are waiting for a number to be issued).
 2. Certify that you are not subject to backup withholding, or
 3. Claim exemption from backup withholding if you are a U.S. exempt payee. If applicable, you are also certifying that as a U.S. person, your allocable share of any partnership income from a U.S. trade or business is not subject to the withholding tax on foreign partners' share of effectively connected income, and
 4. Certify that FATCA code(s) entered on this form (if any) indicating that you are exempt from the FATCA reporting, is correct. See *What is FATCA reporting?* on page 2 for further information.





Landlord Disclaimer

I certify, under penalty of perjury, that the information contained in this application are true and complete statement of facts according to the best of my knowledge. I further certify that I have read and understand the statements and agree to provide proof of any information identified or requested.

UMOS reserves the right to cross reference all information provided by you in connection with this application. Failure to provide accurate information may result in denial of services and you may be held liable for payment of services/benefits received.

I am an employee of the UMOS.
Program _____

I am a member of UMOS' Board of Directors.

I am not an employee of UMOS, nor a member of UMOS' Board of Directors.

Owner/Landlord Name (Print)

Date

Owner/Landlord Signature


Date



UMOS
Building Better Futures

Date: 11/24/15

Greetings,

 has applied for an Emergency Assistance grant. In order to issue an Emergency Assistance payment the following attached forms must be completed and returned to UMOS.

- Intent to Rent or Landlord Acceptance Agreement
- W-9-Taxpayer Identification
- Landlord Disclaimer

Please return ALL of the forms to me via email or fax:

brenda.franco@umos.org

(414) 769-2840

If you have any questions regarding the completion of the forms, please contact me at (414) 389-6214.

The sooner we receive the completed forms back the sooner we'll be able to issue the Emergency Assistance payment.

Thank-you,

BRENDA FRANCO

UMOS

Building Better Futures

Emergency Assistance Request for Verification

Date: 11/24/15

Applicant's Name: _____
Address: _____

Dear Mr./Ms. _____:

This letter serves as confirmation that you applied for the Emergency Assistance (EA) on 11/24/15 at UMOS. After reviewing your application it was found that:

- You have provided all necessary documentation and your Emergency Assistance application is being processed for eligibility determination.
- Another caretaker relative (2nd parent) resides in your household group. _____ must come in to initial the Program Assurances and sign the EA Application form.
- Your Emergency Assistance application has been completed; however, our agency is still in need of the following documentation/verification to determine your eligibility:

- A current and original Five-Day Eviction Notice
- _____
- _____

The following documentation is needed to issue payment on your behalf:

- Intent to Rent
- Landlord Acceptance Agreement
- W9 FORM

The following documentation is needed for UMOS records:

- Landlord Disclaimer

Please return ALL necessary documentation to UMOS, 2701 S. Chase Avenue, Milwaukee, WI 53207.

If you are having difficulty obtaining the information that is needed, please contact me at (414) 389-6214 before the due date below so I can assist you.

The agency is required to make an Emergency Assistance eligibility decision within 5 business days of your application date. Please return the required documents as soon as possible. Your eligibility (approval or denial) will be determined based on the information provided.

All documentation is due by: 12/01/15

Applicant Signature

11-24-15
Date

B. Franco
Emergency Assistance Specialist Signature

11-24-15
Date