

Wisconsin Emergency Rental Assistance (WERA) Program Request for Assistance / Renter's Verification

Please return form to:

This document provides a way for the landlord/rental agent to verify the terms of tenancy of the applicant. This document does not replace a written lease between the tenant and landlord. This form must be completed and signed by the landlord/rental agent.

_____ (*tenant initials if there is no lease document available*) I am using this form in lieu of an official lease. I certify that I am unable to obtain a signed lease or that the landlord does not provide a written lease for this property. I have also submitted evidence of rental payments in the form of bank statements, check stubs, or other documentation that proves a pattern of paying rent. I understand that this documentation can be verified by contacting the landlord.

Applicant Name			
Unit Address			
City, State, Zip			
Phone		Email	
Total Assistance Requested	\$	Description of Assistance Requested	
For recertification only	_____ (<i>tenant initials</i>) I certify that my income and circumstances have not changed. I am requesting _____ (<i>up to 3</i>) additional months of rental assistance.		

Tenancy Information:

Property Owner			
Manager/Rental Agent			
Address			
City, State, Zip			
Phone		Fax	
Email			
For recertification only	_____ (<i>landlord initials</i>) I certify that the tenancy information has not changed.		

Rental Agreement Information:

Rent Amount (<i>only amount paid by tenant if in subsidized rent program</i>)	\$		
Total Past Due Rent	\$		
Rent Due	<input type="checkbox"/> weekly <input type="checkbox"/> monthly <input type="checkbox"/> other, explain		
Type of Tenancy	<input type="checkbox"/> one year, term: <input type="checkbox"/> _____ months, term: <input type="checkbox"/> month-to-month, start date: <input type="checkbox"/> week-to-week, start date:		
Payment Method for Heat and Electric	Heat <input type="checkbox"/> Included in the rent <input type="checkbox"/> Separate Payment is made to the Landlord <input type="checkbox"/> Tenant pays directly to utility vendor	Electric <input type="checkbox"/> Included in the rent <input type="checkbox"/> Separate Payment is made to the Landlord <input type="checkbox"/> Tenant pays directly to utility vendor	

For Recertification Only	_____ (<i>landlord initials</i>) I agree to accept ____ (up to 3) additional months of rent payments for the above named tenant. I understand that I may not evict the tenant for <i>non-payment of rent</i> during the time rent assistance is provided.
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By typing my name in the appropriate signature field below, I indicate that I am the person named, and this entry is the legal equivalent of a manual/handwritten signature. I further understand that I may print out the document and sign by hand. I understand that all information and supplemental documentation may be subject to verification. I understand that by providing tenancy information I am authorizing the Wisconsin Department of Administration and its authorized agents to verify the data utilizing federal, state, county, energy provider, water utility, employer and landlord databases and records.

Signature of owner, landlord or rental agent	Date
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Signature of applicant	Date
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Emergency Rental Assistance: Completed by WERA Staff Only:

Crisis	Months Covered	Total Amount
Rent Assistance Arrears		\$
Rental Assistance Needed		\$
Lot Assistance Arrears		\$
Lot Assistance Needed		\$
Late Fees		\$
Internet		\$
Water		\$
Security Deposit	Count as one month	\$
Other Housing Costs (list each, count as one month)		\$
		\$
		\$
		\$
Housing Stability Services	Count as one month	\$
Other Information	Please describe any other information about crisis(s) and case.	
Total WERA Assistance		\$