

Maine State Housing Authority (MaineHousing)
HOME ENERGY ASSISTANCE PROGRAM (HEAP/Fuel Assistance)

TERMS OF VERBAL RENTAL/LEASE AGREEMENT

COMMUNITY ACTION AGENCY (CAA): YORK COUNTY COMMUNITY ACTION

PRIMARY APPLICANT NAME: _____

Date of Application _____

INSTRUCTIONS: This form must be completed and signed by the Landlord of the property and returned to the CAA.

This describes a verbal rental agreement made between

_____ (Landlord) **and** _____ (Tenant)

For the property located at: _____ (Address) _____ (City, State Zip)

Date Tenant moved in _____ Is the tenant behind on rent: Yes No

Rent Amount \$ _____ Number of people in this residence _____

Monthly Weekly

Number of rooms (excluding bathrooms) _____

The tenant rents Apartment Single Family House Mobile Home Duplex

Names of all persons living in the residence (please list everyone who lives at this address):

If the building has more than one unit, how many units are in the building? _____

What type of fuel is used to heat the dwelling unit? _____

Does the tenant's/Applicant's dwelling unit share a heating system with other units in the building? Yes No

Where is the fuel tank located? _____

Who is responsible for paying the electric? Landlord Tenant

Who is responsible for paying the heat? Landlord Tenant

Name of Vendor supplying fuel _____

Name on account with the Vendor supplying fuel _____

The tenant receives a subsidy toward rent Yes No

I certify that the information contained herein is accurate and true to the best of my knowledge. If I have intentionally falsified any of this information, I understand I may be liable to MaineHousing for repayment of any benefit received.

Tenant Signature _____ Telephone Number _____ Date _____

Landlord Signature _____ Telephone Number _____ Date _____

Landlord Name _____ Landlord Physical Address _____

Landlord Mailing Address _____

CAA Telephone: 207-324-5762 OPTION 1 CAA Address: YCCAC

CAA Fax: 207-490-5023 ATTN: FUEL PO BOX 72

SANFORD, ME 04073