

***RENTAL ASSISTANCE AUTHORIZATION
EXAMPLE***

Rental Agreement

This Agreement is made this 13 day of NOVEMBER 18 by and between Jesse and Jack Messenger, herein called "Owner" and _____ herein called "Resident". Owner hereby agrees to rent to Resident the dwelling located at _____ for the period commencing November 15, 2018 under the following terms.

Landlord name

Victim name redacted

Residential address redacted

1. **RENT:** Resident agrees to pay to Owner as base rent the sum of \$900.00 per month, due and payable in advance from the 15th day of every month. Failure to pay rent when due will result in the Owner taking immediate legal action to evict the Resident from the premises and seize the security deposit. The initial rent payment is to include payment of the last month's rent of \$900.00. The last month's rent will be held as a deposit until termination of this Agreement and will be applied to rent due at that time. No interest will be paid to Resident on this deposit.
2. **METHOD OF PAYMENT:** The initial payment of rent under this Agreement must be made in cash, or cashier's check drawn on a local financial institution. Thereafter, monthly rent payments may be paid by check until the first check is dishonored and returned unpaid. Regardless of cause, no other additional payments may afterwards be made by check. Checks returned will not be redeposited. The Resident will be notified by a 3 day notice, and will be required to pay the amount due, including the bad check charge, in cash. Resident is aware that Owner may report past due rent, damages, utilities or other costs owed by Resident to credit reporting agencies. Resident understands this reporting could affect Resident's ability to obtain credit for future housing.
3. **DELIVERY OF RENTS:** Rents may be mailed through the U.S. mail to P.O. Box 104, Austin, CO 81410. Any rents lost in the mail will be treated as if unpaid until received by Owner. It is recommended that payment made in cash or money order be delivered in person to Owner's office at 22159 Hwy. 92, Austin, CO.
4. **LATE FEE:** Rent received after the first of the month will be subject to a late fee of 10% plus (3.00) dollars per day.
5. **BAD CHECKS:** Resident further agrees to pay as a service charge the larger of \$20 or 5% of the amount of any dishonored check, regardless of cause.
6. **PARTIAL PAYMENT:** The acceptance by the Owner of partial payments of rent due shall not under any circumstance, constitute a waiver of the Owner, nor affect any notice or legal eviction proceedings theretofore given or commenced under state law.
7. **ACCEPTANCE OF PROPERTY:** Resident accepts the "AS IS" condition of the property and agrees to immediately notify Owner of any defects that are found. Resident accepts premises in its current state of cleanliness and agrees to return it in a like condition.
8. **APPLIANCES:** The above rental payment specifically EXCLUDES all appliances not permanently affixed. Appliances located at or in the property are there solely at the convenience of the Owner, who assumes no

Rent Amount

Note: security deposits are not an allowable expense, but first and last month's rent are allowable.

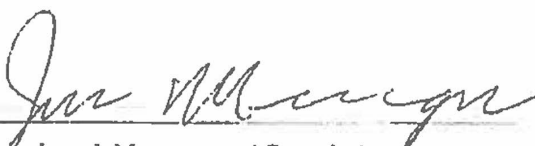
- 27. RENEWAL TERM: At the end of the initial term of this Agreement, Owner may elect to renew for another term but at a rental increase depending on the market index.
- 28. OWNER'S STATEMENTS: All rights given to Owner by this Agreement shall be cumulative in addition to any other laws which might exist or come into being. Any exercise or failure to exercise, by Owner of any right shall not act as a waiver of any other rights. No statement or promise of Owner or his agent as to tenancy, repairs, alterations, or other terms and conditions shall be binding unless specified in writing and specifically endorsed.
- 29. COURT COSTS: Resident agrees to pay all court costs and Attorney's fees incurred by Owner in enforcing legal action or any of Owner's other rights under this Agreement or any state law. In the event any portion of this Agreement shall be found to be unenforceable under the law, the remaining provisions shall continue to be valid and subject to enforcement in the courts without exception.
- 30. ACKNOWLEDGMENT: In this Agreement the singular number where used will also include the plural, the Masculine gender will include the Feminine, the term Owner will include Landlord, Lesser, and the term Resident will include Tenant, Lessee. The below-signed parties acknowledge that they have read and understand all of the provisions of this Agreement. This contract is bound by all heirs, executors, successors and/or assigns.

LEGAL CONTRACT: This is a legally binding contract. If you do not understand any part of this contract, seek competent legal advice before signing.

ACCEPTED THIS 13th day of November 2018

← **Victim signature redacted**

Resident


 Owner Jesse J. Messenger and Owner's Agent

↑ **Landlord signature**

Note: Copy of entire lease is not necessary. Usually the first and last page will contain necessary information. Required information:

- Landlord name
- Rent amount (usually on first page, but may be on the second page)
- Signature page to ensure contract agreement (usually found on last page)
- If landlord name does not match vendor name to be used on payment, there must be documentation to explain the difference
- Victims name, address, signature/ any initials must be redacted.

[REDACTED] INC.

Check Requisition

Vendor # _____ Date: 11/13/18

PAYMENT TO: Name: Jessie Messenger

Address: PO Box 104

Austin, CO 81410

CHECK TO BE MAILED TO ABOVE

OTHER DISPOSITION OF CHECK: _____

REASON FOR PAYMENT:

First and last month's rent for housing client CF-1110

Victim name is not used

ACCOUNTING APPROVAL

Account Number	Grant	Amount
<u>5180-6832</u>	<u>DVVOCA [REDACTED] 18</u>	<u>\$1800.00</u>
_____	_____	_____
_____	_____	_____
_____	_____	_____
TOTAL		<u>\$1800.00</u>

Amount includes first and last month's rent

SIGNATURE [REDACTED]

APPROVED BY [REDACTED]

Payment Authorization

SUBMIT ORIGINAL TO ACCOUNTS PAYABLE