

FIRST MONTH'S/MOVE-IN RENT LETTER

(Date)

This is to confirm that _____ has arranged to
(Prospective Tenant's Name)
rent a residence from me at the following address:

beginning _____. The amount of one month's rent is \$_____.

The amount of rent needed to move in on the above date is \$_____. The deposit
amount needed to move in is \$_____. The total amount needed to move in is
\$_____. (CAM will require that this amount is secured before our funds are
released). The following other conditions must be met before this family/individual moves in (i.e.
electric/water connected, gas connected, etc _____

The following persons will be living in this household: _____
_____.

Landlord Name/Realty Company Name

Landlord SS# or Tax ID#

Mailing Address

Property Manager's Name (if different from LL)

City, State, ZIP

Phone Number

*CAM is required to supply the Internal Revenue Service with the name of unincorporated landlords who receive payments in excess of \$600 per year from CAM. Individual Social Security Numbers or Business Tax ID Numbers MUST be supplied so that we can comply with this requirement. CAM will provide a Form 1099 at the end of the year to affected landlords.

ALL INFORMATION ON THIS FORM MUST BE COMPLETED BY THE LANDLORD. CRISIS ASSISTANCE MINISTRY WILL CALL THE LANDLORD TO VERIFY THIS INFORMATION. WE MUST ALSO BE ABLE TO VERIFY THAT THE PERSON/COMPANY THAT WE ARE MAKING OUR CHECK PAYABLE TO IS THE PROPERTY OWNER. NO FUNDS WILL BE RELEASED UNTIL ALL OF OUR VERIFICATIONS ARE COMPLETED. ONCE ALL IS COMPLETE, IT TAKES A MINIMUM OF 1 WEEK TO PROCESS PAYMENT.