



Date you attended Landlord Orientation:

Property Description Form

(Please use ONE form per property)

Program: **Shelter + Care**

NEW Owner

New owners will need to attend a Landlord Orientation and provide additional documentation prior to the inspection or move-in of a Shelter Plus Care Program participant. For more information, please visit our website at www.ftwha.org and www.AHomeWithHope.org. View the Landlord and Property Owner section.

Current Owner (adding additional property) **Entity or Tax ID Number:** _____

Current Owner adding property; Please remember to include a copy of your ownership documents (filed Warranty Deed *or* Settlement Statement/HUD-1 this form must contain buyer and seller signature to be accepted).

Owners Name: _____ **Owners Home Phone:** _____ **Cell:** _____

Owners Home Address: _____

Fax: _____ **Email Address:** _____

RENTAL PROPERTY ADDRESS: _____

Name of Mgmt. Company/Agent (if there will be one): _____

Mgmt. Company/Agent Address: _____

Mgmt. Company/Agent Phone: Business: _____ **Cell:** _____

Fax: _____ **Email Address:** _____

Number of bedrooms: _____ **Rental Amount: \$** _____ **Deposit: \$** _____

Single Family **Duplex** **Multi-Family** **Manufactured Home** **Other**

Utilities Paid by Owner: **Yes** **No** **Central Heat and Air:** **Yes** **No**

Disabled/Handicap Accessible: (please check applicable items)

Ramp at entry **Shower bars** **Widened doorways** **Lowered countertops**

Lighted smoke alarms (for the hearing impaired) **Other If Other please specify:**

Owner Signature

Date

****Properties will be listed on the Tarrant County Homeless Coalition's website, www.AHomeWithHope.org. There will be a request with instructions on how to update your vacancy information twice a month. Please update the listing by the date requested so that case managers can have accurate information for referrals to clients on property availability. *If you have any questions, contact the Housing Specialist at 817-333-3505.*