



State of New York County of Broome Government Offices

Broome County Department of Social Services · Assistance Programs – Temporary Assistance
Jason T. Garnar, County Executive · Nancy J. Williams, LCSW-R, Commissioner
Jessie Sullivan, Deputy Commissioner

****THIS FORM MUST BE COMPLETED BY THE LANDLORD****

Please Answer ALL Questions, If Not Complete This Form Will Be Returned

Shelter Description

TENANT NAME: _____ ADDRESS: _____ _____ TENANT OF RECORD: _____ DATE OF OCCUPANCY: _____ NUMBER OF BEDROOMS: _____	LANDLORD NAME: _____ ADDRESS: _____ _____ OWNER OF PROPERTY: _____ PHONE # - HOME: _____ WORK: _____
CHECK TYPE OF DWELLING: Apartment <input type="checkbox"/> Single Family <input type="checkbox"/> Two Family <input type="checkbox"/> Trailer <input type="checkbox"/> Room & Board <input type="checkbox"/> Congregate Care Level Two <input type="checkbox"/> Room in home with kitchen privileges <input type="checkbox"/> Hotel/Motel Room <input type="checkbox"/>	

SHELTER EXPENSES

AMOUNT OF TOTAL RENT: \$ _____ PER _____ IS RENT SUBSIDIZED? YES NO

AGENCY THAT SUBSIDIZES: _____ TYPE OF SUBSIDY: VOUCHER _____ CERTIFICATE _____

AMOUNT OF SUBSIDY: _____ TENANT PAYS: \$ _____

HAS A CASH SECURITY BEEN PAID? YES NO

IF NO, ARE YOU REQUESTING A SECURITY AGREEMENT GUARANTEE? YES NO

CHECK THE FOLLOWING WHICH ARE INCLUDED IN THE RENT:

HEAT ELECTRICITY COOKING FUEL MEALS WATER/SEWER
 HEATING EQUIPMENT HOT WATER STOVE/REFRIGERATOR FURNITURE GARBAGE COLLECTION

IF HEAT IS NOT INCLUDED IN THE RENT, PLEASE CHECK TYPE OF FUEL USED:

NATURAL GAS KEROSENE PROPANE COAL Who's name is on the fuel bill? _____
 OIL ELECTRICITY WOOD Heating Fuel Supplier: _____
 Electric Supplier: _____ Cooking Fuel Supplier: _____

HOUSEHOLD COMPOSITION

Number of persons living in the rental unit:	Names:	How Long?	Names:	How Long?

Does anyone listed above have a telephone? Yes No If Yes, Phone Number: () _____

Does anyone listed above perform any services for you which he/she receives a lower rent? Yes No Who _____

List all persons in the household who are employed, to the best of your knowledge:

Name:	Employer/Address/Phone No.

