



Indiana COVID-19 Rental Assistance Program Checklist for Landlord Documentation Submission

This checklist has been provided as a tool to assist landlords in submitting correct and complete documentation containing all elements necessary for the application review. This document does not need to be returned to IHCDA.

Lease/Rental Contract

- Lease is currently active OR contains automatic renewal or month-to-month language.
- Document includes landlord and tenant signatures.

Lease Addendum

- "Tenant" field includes the names of all leaseholders.
- Table A has been completed, with the following considerations:
 - Arrears do not date prior to April 1, 2020.
 - The amount requested from IHCDA does not exceed the monthly cost of rent.
 - The amount requested from IHCDA does not include any costs other than rent or late fees for unpaid rent.
 - The amount owed to the landlord matches the rental rate described in the lease. If there is a discrepancy, documentation (e.g., notice of rent raise) is provided.
- Document includes landlord and tenant signatures.

Note: All four pages of the Lease Addendum must be returned to IHCDA.

IRS Form W-9

- Document is complete with landlord/property management information.
- Line 1 is complete with individual or entity name. *(Note: Do NOT leave this line blank. Some entities may complete both lines 1 and 2.)*
- Document includes signature.

Note: Form instructions (pages 2-6 of the Form W-9) do not need to be returned to IHCDA.

Landlord Payment Information Form

- Document is complete with landlord/property management information.
- If requesting direct deposit:
 - Account information is legible and correct.
 - Signature is included.
- If requesting payment via check:
 - Preference is clearly indicated by marking the checkbox.
 - Address is clearly written.



ADDRESS 30 South Meridian Street, Suite 900, Indianapolis, IN 46204
PHONE 317 232 7777 TOLL FREE 800 872 0371 WEB www.ihcda.IN.gov

EQUAL OPPORTUNITY EMPLOYER AND HOUSING AGENCY

State of Indiana
Lieutenant Governor
Suzanne Crouch

