



Landlord Verification Form

Give this form to DTA

- By mail: DTA Document Processing Center, P.O. Box 4406, Taunton, MA 02780-0420
- By fax: (617) 887-8765
- In person at your local DTA office.

Instructions

You can use this form to verify information about your housing situation:

- For TAFDC, we need to know if you live in private, public or subsidized housing and if you pay rent.
- For EAEDC, we need to know if you pay rent.
- For SNAP, you may get more benefits if you tell us your rent amount and whether you pay for utilities. You can get benefits if you do not give us this information, but the amount may be lower.
- For SNAP, TAFDC and EAEDC, we need verification that you live in Massachusetts.

To use this form, give it to your landlord or property manager. See below for examples of verifications you can give us instead of this form. If you cannot get any of these verifications, talk to a DTA case manager. We may accept your written statement in some situations.

Examples of other verifications

To verify that you live in Massachusetts:

- Recent rent receipt or lease
- Recent utility bill
- Voter registration card
- Recent wage stub or employment document showing your address
- Health insurance statement showing your address
- Driver's license, state ID or school ID showing your address

To verify your rent:

- Recent rent receipt or lease
- Recent cancelled check or money order for rent payment

To verify your utilities:

- Recent bill for heating or cooling
- Recent bill for gas or oil (non-heat), electricity, wood, coal, water, sewerage, or trash disposal
- Recent bill for phone
- Fuel assistance approval letter

If you have questions or need help getting verifications

- If you are applying for or getting SNAP benefits, call DTA at 1-877-382-2363.
- If you are applying for or getting cash assistance (TAFDC or EAEDC), call your case manager

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Landlord Verification Form

For client and DTA:

Client's name

Agency ID or last 4 of SSN

Address

List people who are related to you or your children who live at the address:

Return completed form to the address above by: _____

For Landlord or Property Manager

A. Rental Information

1. This tenant pays rent of: \$_____ per month week other _____
2. Is the tenant's housing public or subsidized (e.g., Section 8 or MRVP)? Yes No
3. Is the tenant behind on the rent? Yes No
If yes, how many months? _____

B. Utility Information

1. Are heat/air conditioning and all other utilities included in the rent? Yes No
2. If not, does the tenant pay for any of the following utilities separate from the rent?

Heat	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Air conditioning	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Electricity	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Fuel for cooking	<input type="checkbox"/> Yes	<input type="checkbox"/> No

C. Landlord or Property Manager Certification

I certify under penalty of perjury that my answers are correct and complete to the best of my knowledge. If not the landlord, I also certify that I have the legal authority to sign.

Print name

Date

Signature

Telephone number