King County

Tenant (TE) Record #:_____

Landlord (VE) Record #:_____

King County Eviction Prevention and Rent Assistance Program

Landlord Attestation of Lease and Ledger

Evidence of a lease and/or ledger are required documentation for the EPRAP program. If the documents are not readily available this attestation form can be used in place of immediately providing a lease and/or ledger. The lease and/or ledger will be required upon request. In addition, you will need to provide a W9. A blank template is available on the King County EPRAP website.

Once we have received your W9, and your tenant has provided <u>all</u> the needed information, we will be able to make a final assistance calculation. Then, to issue payment you will need to sign and return the Treasury Rent Assistance Program (T-RAP) form. You will receive this form via email from DocuSign.

If you are a property management company, you will also need to provide proof of Right to Represent.

Personal and Property Information

1. Landlord Name (owner): _____

2. Property Management Company (if none, write N/A): _____

3. Tenant Name: _____

4. Rental Property Name (if none, write N/A): _____

5. Rental Property Street Address: _____

6. Rental Property City, State, Zip Code: _____

Lease and Ledger Information

1. You are the landlord of the above listed rental property and tenant. **Yes** ☐ **No** ☐

2. Please describe your lease arrangement with the tenant back to **March 2020.**

   *Note: Utilities (electricity, gas, water, sewer, trash removal, and other energy costs such as fuel oil) **that are part of the lease agreement** and paid by the landlord, whether fixed or fluctuating based on usage, are allowable rent expenses.*

Current Lease: _____ to _____ $_____ $_____
                               Date   Date   Rent   Utilities in Lease

Previous Lease: _____ to _____ $_____ $_____
As needed   Date   Date   Rent   Utilities in Lease

Previous Lease: _____ to _____ $_____ $_____
As needed   Date   Date   Rent   Utilities in Lease

3. Upon the lease end date, does this lease convert to month to month? **Yes** ☐ **No** ☐

4. The total amount of past due rent (including utilities in the lease) the tenant owes is:

   $_____(amount).

5. Does the utility payment (electricity, gas, water, sewer, trash removal, and other energy costs such as fuel oil) in the lease fluctuate based on usage? **Yes** ☐ **No** ☐

6. If yes, please provide a monthly break down of fluctuating utility expenses owed to the landlord, including the most recent amount paid.

1. _____ _____	2. _____ _____	3. _____ _____
Month Amount	Month Amount	Month Amount
4. _____ _____	5. _____ _____	6. _____ _____
Month Amount	Month Amount	Month Amount
7. _____ _____	8. _____ _____	9. _____ _____
Month Amount	Month Amount	Month Amount

Declaration and Agreement Statement

You affirm that no portion or amount included in this total was charged or incurred before March of 2020, does not include utilities that are not contractually part of rent, nor does it include late fees as they are not eligible costs.

You declare that the information presented in this attestation is true and correct to the best of your knowledge. You further understand that knowingly providing false representation or information may constitute an act of fraud and may result in denial of the application, repayment of any funds received through the King County Eviction Prevention and Rent Assistance Program, and/or other legal or equitable remedies.

You agree to provide additional verifying information and documentation to King County, including evidence of lease and/or ledger, upon request. You also understand that King County can audit any EPRAP application and to seek repayment of funds if information provided or attested to in this process is incorrect, incomplete, or false.

Certification of EPRAP Case Worker or Landlord or Authorized Representative

I, _____*(name)* of _____*(agency, if applicable)* certify that I have read the Declaration and Agreement Statement to the Landlord listed above, and have been provided with verbal consent to sign on their behalf.

| _____ | _____ | _____ |
| **Name** | **Signature** | **Date, Time** |