



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.*