



## HOUSE WAKE! COVID-19 FINANCIAL ASSISTANCE PROGRAM

### Landlord/Property Owner Application

Administered by Telamon Corporation

**Landlord/Property Owner** - As Landlord or Property Owner, you may initiate the application for assistance below on behalf of a tenant. A Telamon Eviction Prevention Specialist will reach out to the tenant to complete the application and eligibility process. The tenant must agree to co-sign the rental assistance agreement.

#### LANDLORD/OWNER INFORMATION

PROPERTY NAME/NAME OF APARTMENTS		ADDRESS FOR LANDLORD/PROPERTY MANAGEMENT	
NAME OF LANDLORD/PROPERTY MANAGER	EMAIL FOR LANDLORD/PROPERTY MANAGER	LANDLORD/PROPERTY MANAGEMENT PHONE NUMBER	
Does the tenant you are applying on behalf have a written lease?    Yes    No			
If no, do they have an oral lease?    Yes    No			
Is the lease month to month?    Yes    No			
If no, specify: Lease Beginning Date _____ Lease Ending Date: _____			
NUMBER OF BEDROOMS IN RENTAL PROPERTY	MONTHLY RENT AMOUNT	HOW MANY MONTHS OF RENT ARE IN ARREARS/PAST DUE?	
HOW YOU HEARD ABOUT THIS PROGRAM			
Family/Friend	Internet	Landlord/Property Manager	
Social Media	TV/Radio	Referred by another agency	
Other (specify) _____			

Have you issued this tenant a notice to vacate?    Yes    No		
Has this tenant received a summons, complaint or judgement for eviction issued by the court?    Yes    No		
If yes, what is the assigned court date? _____		

## TENANT INFORMATION

FIRST NAME	MIDDLE INITIAL	LAST NAME	DATE OF BIRTH	
STREET ADDRESS	APT/UNIT #	CITY	STATE	ZIP CODE
PHONE NUMBER	EMAIL ADDRESS	ADDRESS GEO CODE		

### Release of Information

I understand that this is not a completed application and that program staff will need to contact the tenant to validate the information contained in this application and complete the application process. I give my permission for the tenant and program staff to exchange information to validate active lease, rental payments, rent owed and to facilitate eligibility determination. I do hereby indemnify and forever hold harmless the tenant, from all actions and causes of actions, suits, claims, attorney fees, or demands which may result from the tenant or landlord's discussing this account and/or providing any information concerning the rental account to Telamon Corporation housing staff.

### Privacy Policy

Telamon is committed to assuring the privacy of individuals and/or families who have contacted us for assistance. We realize that the concerns you bring to us are highly personal in nature. We assure you that all information shared both orally and in writing will be managed within legal and ethical considerations. Your information may be provided to funders for program monitoring purposes. We may use anonymous aggregated case file information for reporting on and evaluating our services, gathering valuable research information, and designing future programs.

Release of your information to third parties

1. We may disclose some or all the information that we collect to third parties as a requirement of grant awards which make our services possible.
2. We may also disclose any nonpublic personal information about you or former customers to anyone as permitted by law (e.g., if we are compelled by legal process).
3. Within the organization, we restrict access to nonpublic personal information about you to those employees who need to know that information to provide services to you. We maintain physical, electronic and procedural safeguards that comply with federal regulation to guard your nonpublic personal information.

Submission of this application indicates I have reviewed and understand the above Privacy Policy.

### Complaint Resolution Process

Telamon serves all members of the community. We do not engage in the practice of discrimination in the selection and participation of clients in our programs or services with respect to race, religion, age, color, gender, national origin, or disability.

We are committed to providing you with a high-quality professional service. However, if you are not satisfied with the services provided or you want to make a complaint, we ask that you follow these guidelines:

Step One: Try to resolve the issue with the staff member involved, giving him or her specific information about your complaint.

Step Two: If Step One is not possible or the issue is not resolved to your satisfaction, email, write or call the Housing Director at 919-239-8157 or at [housing@telamon.org](mailto:housing@telamon.org).

Step Three: If your issue is still unresolved, you may appeal in writing directly to the Chief Executive Officer of Telamon Corporation. The Chief Executive Officer will provide a concluding decision to you within 15 days.

Step Four: If your issue is still unresolved, you may appeal in writing directly to the Telamon Governing Board Operations Committee. The Committee Chair will provide a concluding decision to you within 15 days.

**Completed Application Certification**

I understand that it is against the law for me to make false statements and that I am subject to prosecution if I do. I further understand that if any false statements are made in connection with this application, Telamon Corporation may seek any remedies available under law, including monetary relief in the form of repayment and reimbursement of all benefits received and/or costs attributed to the collection thereof.

I certify that the information I have provided is a true and complete statement of facts according to the best knowledge and belief. I give the agency permission to verify any information necessary to determine my eligibility for the - House Wake! COVID-19 Financial Assistance Program. I understand that the information on this form may be checked by Federal, State, County or City reviewers and I consent to this review. Furthermore, I understand that my application must be complete and include all necessary supporting documentation to be considered for the - House Wake! COVID-19 Financial Assistance Program. I agree to provide additional documentation within designated timelines to the Program Administrator if necessary.

**Signature** \_\_\_\_\_ **Date:** \_\_\_\_\_

**PLEASE RETURN THIS APPLICATION AND ALL REQUIRED DOCUMENTATION TO:**

**Scan a copy and email to: [Housing@Telamon.org](mailto:Housing@Telamon.org)**

**Fax a copy to: (919)851-9044**

**Mail a copy to: Telamon Corporation, 5560 Munford Rd., Suite 201, Raleigh, NC 27612**

**For further assistance, contact Telamon Corporation at 1-919-899-9911 or [housing@telamon.org](mailto:housing@telamon.org).**