



STEP / TBRA Program

353 Water Street
Augusta, ME 04330
1-800-452-4668 or Fax 207-624-5768
7-1-1 (Maine Relay)

Dear Landlord:

The Program, developed by MaineHousing, is a short term rental assistance program designed to help homeless individuals and families pay a portion of their rent for up to 24 months while they work toward housing stability. A Rent Reasonableness check will be done on each unit to be sure it falls within HUD's rental guidelines. Each unit will also need to pass a Housing Quality Standards (HQS) Inspection before the tenant may sign the lease or move in, and before any payments can be made.

Attached you will find copies of the:

- Program Summary – a brief description of the program for your information.
- Lease Addendum – this will become a part of your lease with this tenant.
- Request for Unit Approval Form – the information needed to schedule an inspection.
- IRS W-9 form – information needed to make rental assistance payments to the landlord.
- Maine Radon Gas Disclosure – required by Maine law for all rental units.
- Disclosure regarding Lead-based Paint – required by Maine law for all rental units.
- Direct Deposit sign up form – Optional, if you would like rental assistance payments to be made electronically, rather than by paper check (first payment will always be a paper check).
- Maine Housing Search sign up form – Optional, if you would like to have your properties listed.
- Landlord Inspection Checklist – some of the common issues that come up during inspections.

The person or family providing you with this information has been issued a Program Coupon and is in the process of searching for a unit in which to live. **As the landlord, you are responsible for conducting your own background checks and/or calls for tenant references.** If you are interested in renting to this person or family, and in working with the Program, please fill in all of the required information on these forms and return them to the person or family who gave them to you, or to the Housing Navigator they are working with, listed below. **Please also include a blank (unsigned) copy of your lease agreement.** The person or family must not sign the lease until it has been approved, and **they must not move into the unit until it has passed the HQS Inspection.**

When the Housing Navigator receives all of the completed documents, they will review them and will contact you with any questions, or forward the information to MaineHousing to arrange for the inspection of the unit. Once the unit passes inspection the person or family may sign the lease and begin moving in. It may take a few days for the paperwork to be processed, but payment will be made based on the move-in date, as stated on the lease. Payment will be pro-rated for any partial month and may be delayed. Please feel free to contact us if you have any questions.

Housing Navigator: _____ Navigator's Agency _____

Navigator's Phone: _____ Navigator's FAX #: _____

Navigator's email : _____