

Landlord Information Template

About this Tool: Whether responding to an ad in the paper or contacting prospective landlords through cold calls, this tool will help you compile more complete information about the landlords in your community as well as the type of housing that is available. (You can then input the information into an excel spreadsheet for easy viewing and sharing.) Having an organized process for collecting information will also prevent landlords from getting multiple calls from your organization for the same information. Finally, if your community ever hopes to build a housing inventory database, you will already have collected some of the data needed to populate it.

User Tips: As an alternative to having your staff fill out this form when talking to landlords, you could send it to prospective landlords along with the *landlord marketing letter* and *landlord benefits checklist* (also included in this toolkit) and ask that they complete it and return it to you. If you have the funds, you could include a self-addressed, stamped envelope to encourage landlords to respond.

Also, this form includes an area to record vacancy information. Because vacancy information is not static, your organization will have to develop a protocol for periodically updating the information. For example, some landlords may be willing to call your organization when they have vacancies. Otherwise, you may want to assign a staff person to call each landlord in your database on a monthly basis to get vacancy updates.

1. Landlord Contact Information:

(Name)

(Address)

(City, State, Zip Code)

(Day Telephone Number)

(Evening Telephone Number)

(Cell Phone Number)

(Fax Number)

(Email Address)

2. Who should contact the landlord (case manager or client)? _____

3. Apartment Location: _____ (Address, Apartment #)

(City, State, Zip Code)

4. Building Type: 1-4 units _____ 5-20 units _____ 21-40 units _____ 40+ units _____

5. Type of Housing: Elderly____ Family____ Disabled____ Other____

6. Vacany(ies) as of ____/____/____

Bedroom Size	# of Units Available	Monthly Rent	Date(s) Available

7. Is/are the unit(s) lead-paint free? Yes____ No____ Don't Know ____

8. Upfront Costs: Application Fee \$____ First Month \$____ Last Month \$____
Security Deposit \$____ Realtor Fee \$____

9. Are utilities included? Y____ N____ Partial (Please list) _____

10. Public Transportation: Subway____ Bus____ Commuter Rail____ Car Only____

11. Parking: Street____ Off-Street____ Private____ Private/Pay____ None____

12. Amenities: Air Conditioning____ Handicap Accessible____ Refrigerator____
Dishwasher____ Storage Space____ Pets Allowed____
Eat-In Kitchen____ Laundry Room/Hookup____ Yard____

13. Does the owner have other properties in the area? Y____ N____

If yes, where? _____

Comments: _____

