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. Vacancy(ies) as of ____/____/____

<table>
<thead>
<tr>
<th>Bedroom Size</th>
<th># of Units Available</th>
<th>Monthly Rent</th>
<th>Date(s) Available</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
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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:____________________________________________________________________________
   _____________________________________________________________________________________
   _____________________________________________________________________________________
   _____________________________________________________________________________________
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   Bedroom Size | # of Units Available | Monthly Rent | Date(s) Available |
   --------------|----------------------|--------------|------------------|
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