

**MIAMI-DADE CoC RAPID RE-HOUSING PROGRAM
LANDLORD-TENANT-CASE MANAGER COMMUNICATION AGREEMENT**

As participants in this Rental Assistance Program, the goals are to ensure obligations as outline in the lease are met:

- Ensure rental payments are received on time.
- Maintain the rental unit in good condition.
- Help maintain a safe, pleasant and decent housing community.

One way to achieve these goals is to help maintain a positive and communicative landlord-tenant-case manager relationship. Therefore, as a recipient, either as a tenant or landlord, or the provider of assistance, I will immediately inform the other parties to this agreement (unless otherwise indicated), both verbally and in writing, if any of the following occurs (initial next to all that apply):

Landlord

- _____ I have not received full rent by the 3rd day of the month.
- _____ I have received a complaint that there is too much noise from the tenant's apartment.
- _____ I have significant concerns about the condition of the tenant's unit. (Examples: Landlord has seen damage or received complaints about bad smells that could be related to garbage.)
- _____ I think someone is living in the tenant's unit who is not named on the lease.
- _____ I think someone in the tenant's unit may be doing something illegal.
- _____ The behavior of someone living in or visiting the tenant's unit is causing other tenants to complain.
- _____ Provide the tenant with 24 hours notice prior to entering the unit.
- _____ Follow up / respond quickly to inquiries and concerns.
- _____ I see something that is a violation of the lease.
- _____ Other: _____

Tenant

- _____ A rare, but serious emergency occurs that will impact my ability to pay rent on time.
- _____ I will be away from the unit for an extended time period (Examples: 30, 60, 90 days).
- _____ Inform the landlord of maintenance issues.
- _____ I observe or experience an issue or event that impacts the safety of the community.
- _____ Follow up / respond quickly to inquiries and concerns.

Case Manager and/or Housing Coordinator

- _____ Inform the landlord if I become aware of a situation that will impact the tenant's ability to pay rent on time.
- _____ Inform the landlord if I become aware of a circumstance that will impact the tenant's occupancy of the unit (Examples: tenant is hospitalized for 60, 90 days)
- _____ I observe a maintenance issue.
- _____ I observe or experience an issue or event that impacts the safety of the community.

- _____ Participate in problem solving / trouble shooting only in the event that the tenant and landlord are unable to resolve an issue without my assistance.
- _____ Follow up / respond quickly to inquiries and concerns.

Please contact me using any of the following:

	Phone	Cell or Other Phone	Email	Address
Landlord				
Tenant				
Case Manager				

(Signature of Landlord) (Date)

(Signature of Tenant) (Date)

(Signature of Caseworker) (Date)