



# NEW LANDLORD STATEMENT

This form is required for all applications requesting assistance with moving into a new apartment/rental home or hotel/motel. Please have your potential landlord or apartment complex complete this form. You may also provide a similar statement on your landlord's letterhead with the appropriate information.

## ASSOCIATE INFORMATION

Legal Name: \_\_\_\_\_ Home Depot # or Subsidiary: \_\_\_\_\_

If requesting a hotel for temporary shelter, how long will you need the room? \_\_\_\_\_

I certify that I have applied for and been approved to move into the property listed below.

\_\_\_\_\_/\_\_\_\_\_/\_\_\_\_\_  
*Associate's Signature*                      *Date*

## APARTMENT/LANDLORD INFORMATION (for permanent residence)

Apartment Complex Name or Landlord's Name (please print): \_\_\_\_\_

Apartment/Rental Home Address: \_\_\_\_\_

Apartment Complex or Landlord's Phone Number : (\_\_\_\_\_) \_\_\_\_\_ - \_\_\_\_\_

Anticipated move-in date: \_\_\_\_/\_\_\_\_/\_\_\_\_

Apartment	
<input type="checkbox"/> 1 bedroom	<input type="checkbox"/> 3 bedrooms
<input type="checkbox"/> 2 bedrooms	<input type="checkbox"/> 4+ bedrooms

Rental House	
<input type="checkbox"/> 1 bedroom	<input type="checkbox"/> 3 bedrooms
<input type="checkbox"/> 2 bedrooms	<input type="checkbox"/> 4+ bedrooms

### Total Amount Needed to Occupy Property:

\$ \_\_\_\_\_ security deposit  
 \$ \_\_\_\_\_ 1st month's rent  
 \$ \_\_\_\_\_ pet deposits  
 \$ \_\_\_\_\_ other deposits (deposit covers \_\_\_\_\_)  
 \$ \_\_\_\_\_ TOTAL

Has the apartment complex/landlord received the security deposit?     Yes     No

Apartment Complex/Landlord accepts:     3<sup>rd</sup> party business check     certified check     money order

All checks for rent and security deposit are made payable to the landlord or apartment complex only.

Please make all checks payable to: \_\_\_\_\_

\_\_\_\_\_/\_\_\_\_\_/\_\_\_\_\_  
*Landlord/Complex Manager's Signature*                      *Date*

## HOTEL INFORMATION (for temporary residence)

Hotel/Motel's Name (please print): \_\_\_\_\_

Hotel/Motel's Address: \_\_\_\_\_

Daily Rate: \$ \_\_\_\_\_                      Weekly Rate: \$ \_\_\_\_\_                      Phone #: (\_\_\_\_) \_\_\_\_\_ - \_\_\_\_\_

Hotel/Motel accepts:     3<sup>rd</sup> party business check     certified check     money order

\_\_\_\_\_/\_\_\_\_\_/\_\_\_\_\_  
*Hotel/Motel Manager's Name (print name)*                      *Hotel/Motel Manager's Signature*                      *Date*