

Have your landlord fill out this form **completely** if utilities are included in your rent OR your utility bills are listed in your landlords' name. Attach this form when submitting the LIHWAP application.



MISSOURI DEPARTMENT OF SOCIAL SERVICES
 FAMILY SUPPORT DIVISION
LIHWAP LANDLORD DOCUMENTATION REQUEST

SECTION I – APPLICANT AND LANDLORD INFORMATION (COMPLETED BY APPLICANT AND/OR LANDLORD)	
APPLICANT NAME	APPLICANT SOCIAL SECURITY NUMBER (ALL 9 DIGITS)
APPLICANT ADDRESS	
LANDLORD'S (PROPERTY OWNER'S) NAME	LANDLORD'S PHONE NUMBER
LANDLORD'S BILLING ADDRESS	LANDLORD E-MAIL
LANDLORD'S WATER SUPPLIER NAME	ACCOUNT NUMBER FOR APPLICANT ADDRESS:
LANDLORD'S WASTEWATER SUPPLIER NAME	ACCOUNT NUMBER FOR APPLICANT ADDRESS:

SECTION II – COMPLETED BY THE LANDLORD	YES	NO
1. IS THE TENANT (APPLICANT) IN SECTION 8 (SUBSIDIZED HOUSING) AND REQUIRED TO PAY A SEPARATE WATER AND/OR WASTEWATER BILL? IF NO, THE TENANT DOES NOT QUALIFY FOR LIHWAP. IF YES, CONTINUE.	<input type="checkbox"/>	<input type="checkbox"/>
2. DO YOU AND THE TENANT (APPLICANT) SHARE A WATER METER? IF YES, YOU ARE CONSIDERED A PART OF THE HOUSEHOLD AND ALL INFORMATION MUST BE INCLUDED WITHIN THE APPLICATION FOR WATER AND/OR WASTEWATER – YOU DO NOT NEED TO COMPLETE THIS DOCUMENT. IF NO, CONTINUE TO QUESTION 3.	<input type="checkbox"/>	<input type="checkbox"/>
3. DOES THE TENANT (APPLICANT) PAY YOU LANDLORD FOR A SPECIFIED AMOUNT OF WATER/WASTEWATER IN A RENTAL AGREEMENT? IF YES, PROVIDE A COPY OF THE AGREEMENT(S) AND COMPLETE THE SECTION BELOW. IF NO, CONTINUE TO QUESTION 4 ON PAGE 2.	<input type="checkbox"/>	<input type="checkbox"/>
TOTAL RENT PER MONTH: \$ _____		

THE WATER BILL WILL BE PAID FIRST. YOU CAN INCLUDE THE CURRENT AMOUNT DUE AND ANY PAST DUE AMOUNTS.

WATER	AMOUNT REQUESTED FOR CURRENT MONTH	AMOUNT REQUESTED FOR PAST DUE MONTH	AMOUNT REQUESTED FOR PAST DUE MONTH	AMOUNT REQUESTED FOR PAST DUE MONTH	AMOUNT REQUESTED FOR PAST DUE MONTH	AMOUNT REQUESTED FOR PAST DUE MONTH	TOTAL
	\$	\$	\$	\$	\$	\$	
	CURRENT MONTH: (MONTH/YEAR) /	DATE (MONTH/YEAR) /	DATE (MONTH/YEAR) /	DATE (MONTH/YEAR) /	DATE (MONTH/YEAR) /	DATE (MONTH/YEAR) /	The requested amount must match the lease/ agreement and must be equal to or less than the rental amount.
WASTEWATER	AMOUNT REQUESTED FOR CURRENT MONTH	AMOUNT REQUESTED FOR PAST DUE MONTH	AMOUNT REQUESTED FOR PAST DUE MONTH	AMOUNT REQUESTED FOR PAST DUE MONTH	AMOUNT REQUESTED FOR PAST DUE MONTH	AMOUNT REQUESTED FOR PAST DUE MONTH	TOTAL
	\$	\$	\$	\$	\$	\$	
	CURRENT MONTH: (MONTH/YEAR) /	DATE (MONTH/YEAR) /	DATE (MONTH/YEAR) /	DATE (MONTH/YEAR) /	DATE (MONTH/YEAR) /	DATE (MONTH/YEAR) /	The requested amount must match the lease/ agreement and must be equal to or less than the rental amount.



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SECTION II – COMPLETED BY THE LANDLORD (CONTINUED)		YES	NO
4. DOES THE TENANT PAY YOU SEPARATELY FOR UTILITY COSTS, BECAUSE THE WATER AND/OR WASTEWATER IS NOT INCLUDED IN THEIR RENT? IF YES, PLEASE INDICATE THE AMOUNT THEY HAVE NOT PAID AND ATTACH THE BILLS WHICH CLEARLY SHOW THE AMOUNT FOR THEIR ADDRESS. IF THE APPLICANT IS DETERMINED ELIGIBLE, WATER WILL BE PAID FIRST.		<input type="checkbox"/>	<input type="checkbox"/>
CURRENT WATER & ANY WATER ARREARAGES (UNPAID BILLS):	\$ _____		
CURRENT WASTEWATER & ANY WASTEWATER ARREARAGES (UNPAID BILLS):	\$ _____		
TOTAL REQUESTED (NOT TO EXCEED \$750):	\$ _____		

SECTION III - ATTESTATION/AGREEMENT

I UNDERSTAND THE INFORMATION I HAVE PROVIDED CONCERNING THE ABOVE NAMED APPLICANT WILL BE UTILIZED BY THE CONTRACTED AGENCY TO ESTABLISH HIS/HER ELIGIBILITY FOR BENEFITS UNDER MISSOURI'S LOW INCOME HOUSEHOLD WATER ASSISTANCE PROGRAM. I UNDERSTAND THAT ANY PAYMENT MADE TO THE SUPPLIER, ON BEHALF OF THE NAMED APPLICANT, MUST BE APPLIED TO THE TENANT'S RENT OR WATER/WASTERWATER CHARGES, ACCORDINGLY.

I FURTHER ATTEST TO THE FACT THAT THE INFORMATION I HAVE PROVIDED CONCERNING THE ABOVE NAMED APPLICANT IS TRUE, ACCURATE AND COMPLETE AND THAT I MAY BE FINED, IMPRISONED OR BOTH UNDER THE FEDERAL OR STATE LAWS, FOR FALSE STATEMENTS I HAVE MADE TO ENABLE THE ABOVE NAMED APPLICANT TO RECEIVE BENEFITS TO WHICH HE/SHE IS NOT LEGALLY ENTITLED.

SIGNATURE OF LANDLORD ►	MONTH	DAY	YEAR