**Rental Housing Support Program - Round One/Two/Three**

**Rental Assistance Contract Checklist (Original/ Amendment)**

***If Amendment: ADD or Removal***

**LAA:**

**Owner:**

Please use this checklist and attach it with each Rental Assistance Contract submitted to IHDA.

\_\_\_\_ RAC

\_\_\_\_ Deed

\_\_\_\_ Secretary of State or Trust Agreement (if required)

\_\_\_\_ Rent Schedule

\_\_\_\_ Tax Bill

Due\_\_\_\_\_\_\_\_\_\_\_

Paid\_\_\_\_\_\_\_\_\_\_\_

\_\_\_\_ Lead Based Paint

\_\_\_\_ Insurance end date \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

\_\_\_\_ Tenant Selection Plan (if new unit)

­\_\_\_\_ The Rental Assistance Contract is an original copy and in IHDA format.

\_\_\_\_ Contract clearly identifies the type of entity for the LAA:

(an IL. Not for profit corporation) (An IL. unit of Local government)

\_\_\_\_ Contract clearly identifies the type of entity for the Landlord:

(sole proprietor)(an Il. Corporation)(an IL. Not for profit corporation)

(an Il. Limited Liability company)(an IL. Limited partnership) (an IL. Trust)

\_\_\_\_ Landlord states overall units in building and apart of RHSP numerically and by word.

\_\_\_\_ Name of Landlord matches all listed documents:

Secretary of State \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Deed \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Signature Page\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Lead Paint Certification\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

\_\_\_\_ Property and Unit (if applicable) address matches:

RAC\_\_\_\_\_­­­­­­­\_\_\_\_\_\_\_\_\_\_\_\_\_\_

DEED\_\_\_\_\_

Rent Schedule\_\_\_\_\_\_\_\_\_\_\_

Lead Paint Certification\_\_\_\_\_\_

\_\_\_\_\_ Contract start date on pg1 & pg 9 are identical \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

\_\_\_\_ Contract expiration date\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

\_\_\_\_ Address to send NOTICES: \_\_\_Landlord \_\_\_LAA

\_\_\_\_ FEIN or Social Security Number provided

\_\_\_\_ Original signature of authorized signer

**Comments:**