

Landlord Checklist

Documents & Key Information



- Property must be in the City of Fort Worth
- Provide the case number sent by email (if tenant initiated the application)
- Tenant phone number and email address
- Copy of most recent lease showing full address of the housing unit, full contract rent amount, any late fee provisions and terms of lease
- Copy of W9 (upload required)
- Landlord/property manager phone number and email address
- Landlord/property manager EIN or Social Security number
- Copy of late notice sent to tenant (or eviction notice, if applicable)
- Court docket number (if eviction has been filed with the court)
- Documentation of any months of prior rental assistance received for unit or property (if applicable)
- Most recent rent statement showing detail of all rent amounts due, including late fees

More information

Website: [fortworthtexas.gov/neighborhoods/emergency-rental-assistance](https://www.fortworthtexas.gov/neighborhoods/emergency-rental-assistance)

Questions: FWERAP@fortworthtexas.gov