

## LANDLORD-TENANT-CASE MANAGER COMMUNICATION AGREEMENT

**About this tool:** This communication agreement should be filled out and signed by the tenant and then provided to the landlord to promote open communication between the landlord, tenant, and case manager. The form can easily be modified, but includes those issues most frequently cited by landlords as “red flags.” The important thing is to identify and address problems before they become irreparable. Note that before this agreement is used, you may want to have your client sign an information release authorization form.

Dear [NAME OF LANDLORD]:

My goal is to pay my rent on time, follow the provisions of my lease, keep my apartment in good condition, and get along with my neighbors. I am working with a program that will help me do this, but I need your help. I am asking you to inform both my case manager and me if any of the following occur. You can fill out the form and send it to the addresses below or contact us by telephone. We appreciate your cooperation.

\_\_\_\_\_ Landlord has not received full rent by the 3<sup>rd</sup> day of the month.

\_\_\_\_\_ Landlord has received a complaint that there is too much noise from the tenant's apartment.

\_\_\_\_\_ Landlord has 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.)

\_\_\_\_\_ Landlord thinks someone is living in the tenant's unit who is not named on the lease.

\_\_\_\_\_ Landlord thinks 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.

\_\_\_\_\_ Landlord has seen something that is a violation of the lease. Describe : \_\_\_\_\_

\_\_\_\_\_ Other: \_\_\_\_\_

Please contact me in writing at the following address: \_\_\_\_\_  
or call me at this number: \_\_\_\_\_

Please also contact my case manager (name): \_\_\_\_\_  
at (agency/address) \_\_\_\_\_

or call at this number (phone/cell/pager): \_\_\_\_\_

Thank you for your cooperation!

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(Signature of Tenant)

(Date)

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(Signature of Caseworker)

(Date)