As participants in this Miami-Dade County CoC Permanent Supportive Housing (PSH) Tenant-Based Rental Assistance (TBRA) Program, the goals are to ensure obligations as outlined in the lease are met:

- Ensure rental payments are received on time.
- Maintain the rental unit in good condition.
- Help maintain a safe, pleasant and decent housing community.

One way to achieve these goals is to help maintain a positive and communicative landlord-tenant-case manager relationship. Therefore, as a recipient, either as a tenant or landlord, or the provider of program assistance to the tenant, I will immediately inform the other parties to this agreement (unless otherwise indicated), both verbally and in writing, if any of the following occurs (initial next to all that apply):

**Landlord**

____ I have not received full rent by the 3rd day of the month.
____ I have received a complaint that there is too much noise from the tenant’s apartment.
____ I have 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.)
____ I think someone is living in the tenant’s unit who is not named on the lease.
____ I think 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.
____ Provide the tenant with 24 hours notice prior to entering the unit.
____ Follow up / respond quickly to inquiries and concerns.
____ I see something that is a violation of the lease.
____ Other: __________________________________________________________

**Tenant**

____ A rare, but serious emergency occurs that will impact my ability to pay rent on time.
____ I will be away from the unit for an extended time period (Examples: 30, 60, 90 days).
____ Inform the landlord of maintenance issues.
____ I observe or experience an issue or event that impacts the safety of the community.
____ Follow up / respond quickly to inquiries and concerns.

**Housing Specialist and/or Case Manager**

____ Inform the landlord if I become aware of a situation that will impact the tenant’s ability to pay rent on time.
____ Inform the landlord if I become aware of a circumstance that will impact the tenant’s occupancy of the unit (Examples: tenant is hospitalized for 60, 90 days)
____ I observe a maintenance issue.
_____ I observe or experience an issue or event that impacts the safety of the community.
_____ Participate in problem solving / trouble shooting in the event that the tenant and landlord are unable to resolve an issue.
_____ Follow up / respond quickly to inquiries and concerns.

Please contact me using any of the following:

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<th>Phone</th>
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_____________________________________________________
(Signature of Landlord)            (Date)

_____________________________________________________
(Signature of Tenant)               (Date)

_____________________________________________________
(Signature of Caseworker)            (Date)