



UniteCT Eviction Prevention Fund
Voluntary / Court-Stipulated Checklist

Tenant Name: \_\_\_\_\_ UniteCT Case Number: \_\_\_\_\_

Landlord Name: \_\_\_\_\_

Landlord Email / Phone Number: \_\_\_\_\_

Address of Rental Unit: \_\_\_\_\_

The above parties have reached a Voluntary / Court-Stipulated Agreement with the intention of either:

- 1) Re-instating tenancy through repayment of rental arrearage OR
2) Vacating the unit as determined by the agreed upon move-out date

A tenant may not receive both rental arrearage and security deposit/first month's rent through the Program. If a stipulated agreement between the parties provides for a move-out date and not a re-establishment of tenancy, rental arrears will not be paid to the existing landlord.

This agreement must be submitted to DOH.Eviction@ct.gov (please denote the UniteCT Case Number in the subject line of the email) within 30 days of application date. If you are in need of a 30 day extension, please submit the request to DOH.Eviction@ct.gov.

Per EPF guidelines, required provisions, outlined below, must be included in the landlord/tenant Agreement. Prior approval of financial funding, these requirements will be reviewed by UniteCT EPF staff. To assist in the review of the Voluntary / Court-Stipulated Agreement, please identify the Page and Section of the Agreement in which the required programmatic provisions are denoted.

Table with 2 columns: Required Provision and Reference in Agreement Page / Section. Rows include Funding Availability / Tenant Eligibility, Completion & Submission of Paperwork, and Arrearage / Repayment Amount.

<p>example, December 2022 – February 2023. Ensure that the Rental Arrearage for Eviction Prevention Fund (EPF) is attached.</p> <p><i>Note:</i> The Verification of Rental Arrearage Form – HAF must accompany the agreement.</p> <ol style="list-style-type: none"> <li>A tenant cannot receive more than 12 months of rental arrearage assistance in a lifetime. The 12 months do not need to be consecutive.</li> <li>UniteCT Eviction Prevention Funds can only pay arrearage toward rent/use and occupancy. The funds cannot be used to pay fines/fees that may have been accrued on a tenant ledger. If a rental arrearage is greater than maximum available assistance, the balance may to be written into a payment plan.</li> <li>UniteCT EFP cannot pay for rental arrearage prior to April 1, 2020.</li> </ol>	<p><input type="checkbox"/> Attach Rental Arrearage for Eviction Prevention Fund (EPF) form.</p>
<p><b>Fees</b> The Plaintiff/Landlord agrees to waive all late fees accrued prior to the date of the Agreement.</p> <p><i>Note: All other fees may be negotiated with the tenant; however, neither UniteCT EPF nor Rent Bank funds can be used to pay such fees.</i></p>	<p>Page #:</p> <p>Section/Paragraph #:</p>
<p><b>Reinstatement of Tenancy vs. Move-Out Date</b> Upon satisfaction of the terms of this Agreement, the landlord-tenant relationship shall be re-established, whether by the signing of a lease, the fulfillment of a court-ordered reinstatement, or other agreement between the parties <b>OR</b> The Defendant/Tenant agrees to vacate the unit by [DATE].</p>	<p>Page #:</p> <p>Section/Paragraph #:</p>
<p><b>Document Availability</b> “A copy of this Agreement and the information contained in it shall be made available to the Connecticut Department of Housing’s Eviction Prevention Fund and/or its affiliating agencies for purposes of the administration of its programs.”</p>	<p>Page #:</p> <p>Section/Paragraph #:</p>

Please confirm the following by checking each box:

- The landlord’s name on the agreement ***must*** match the W9.
- The CT Department of Housing maintains a list of landlords whom have acted fraudulently in conjunction with the UniteCT program. If a landlord is identified on this list, the landlord is ineligible to receive Eviction Prevention Funds. If tenant is renting from landlord identified as having past fraudulent participation, the tenant will be eligible for up to \$3,000 for security deposit and first month rent to move to a new apartment.

Name / Agency (if applicable) of Entity Submitting the Agreement: \_\_\_\_\_

Email / Phone Number: \_\_\_\_\_