

INSTRUCTIONS FOR AVAILABLE RENTAL FORM:

THIS FORM IS TO BE USED ONLY BY LANDLORDS WISHING TO SUBMIT AVAILABLE RENTALS INFORMATION TO THE PLYMOUTH HOUSING COMMISSION. ALL INFORMATION WILL BE VERIFIED ONLY AFTER A CLIENT HAS SELECTED THE AVAILABLE RENTAL PROPERTY AS THEIR POTENTIAL PLACE OF RESIDENCY. ALL UNITS WILL BE INSPECTED ONLY AFTER UNITS HAVE BEEN SELECTED AND APPROVED FOR RESIDENCY FOR THE CLIENT. IF YOU HAVE ANY QUESTIONS OR CONCERNS PRIOR TO SUBMITTING THIS FORM, PLEASE CONTACT OUR OFFICE AT 734-455-3670.

- 1) SAVE THIS FORM IMMEDIATELY TO YOUR LOCAL COMPUTER HARD DRIVE
- 2) CLOSE THE FORM FROM THE WEB-SITE
- 3) OPEN THE FORM DIRECTLY FROM YOUR LOCAL COMPUTER HARD DRIVE
- 4) COMPLETE THE NECESSARY INFORMATION, INCLUDING CHECKING ALL APPLICABLE CHECKBOXES THAT APPLY TO THIS UNIT.
- 5) SAVE THE DOCUMENT (YOU MAY WANT TO SAVE THE DOCUMENT AS A SEPARATE DOCUMENT FROM THE BLANK FORM YOU HAVE JUST PUT ON YOUR HARD DRIVE – MAKING IT EASILY ACCESSIBLE FOR ANY ADDITIONAL UNITS CURRENTLY AVAILABLE FOR RENT BY YOU OR FUTURE ONES AS THEY BECOME AVAILABLE. RECOMMENDED NAMING CONVENTION WOULD BE THE STREET ADDRESS OF THE PROPERTY).
- 6) REVIEW THE FORM FOR TYPO'S AND ACCURACY.
- 7) SUBMIT THE COMPLETED FORM TO THE PLYMOUTH HOUSING COMMISSION AS FOLLOWS:
 - a. EMAIL AS AN ATTACHMENT TO HCVPROGRAM@PLYMOUTHHOUSING.NET
 - b. PRINT THE COMPLETED FORM AND FAX TO PLYMOUTH HOUSING COMMISSION AT 734-455-2429
 - c. PRINT THE COMPLETED FORM AND MAIL TO THE PLYMOUTH HOUSING COMMISSION AT 1160 SHERIDAN STREET, PLYMOUTH, MI 48170

Please note: You cannot submit the form from the website. If the directions for using this form are not followed, it will not reach the housing commission.



VACANT UNIT FOR RENT

Date: [Click here to enter text.](#)

No. of Bedrooms: [Click here to enter text.](#)

Rent: [Click here to enter text.](#)

Rental **Address:** [Click here to enter text.](#)

City: [Click here to enter text.](#) Major Cross Streets: [Click here to enter text.](#)

House Duplex/Four-plex Apartment Flat – Upper/Lower Townhouse

of **Bedrms:** [Click here to enter text.](#) # of Baths: [Click here to enter text.](#) Sq. Ft: [Click here to enter text.](#)

Pets allowed in unit? Yes No Negotiable

This unit includes the following checked items:

- | | | |
|--|--|--|
| <input type="checkbox"/> stove | <input type="checkbox"/> washer | <input type="checkbox"/> A/C central |
| <input type="checkbox"/> refrigerator | <input type="checkbox"/> dryer | <input type="checkbox"/> A/C wall/window |
| <input type="checkbox"/> microwave | <input type="checkbox"/> blinds/drapes | <input type="checkbox"/> carport |
| <input type="checkbox"/> dishwasher | <input type="checkbox"/> basement | <input type="checkbox"/> shed |
| <input type="checkbox"/> garbage disp. | <input type="checkbox"/> fenced yard | <input type="checkbox"/> garage |
| <input type="checkbox"/> private entry | | |

	<u>Paid by:</u>	
	Tenant	Landlord
Gas	<input type="checkbox"/>	<input type="checkbox"/>
Electric	<input type="checkbox"/>	<input type="checkbox"/>
Water/Sewer	<input type="checkbox"/>	<input type="checkbox"/>

Add'l Info: [Click here to enter text.](#)

Monthly Rent: [Click here to enter text.](#) **Security Deposit:** [Click here to enter text.](#)

Other requested fees (application, cleaning, etc.)

Date available for occupancy: [Click here to enter text.](#)

Landlord Name: [Click here to enter text.](#)

Landlord Ph. No.: [Click here to enter text.](#)

Landlord Email or Website: [Click here to enter text.](#)

NOTE: Landlord, please be advised that this listing will be removed from the book after 60 days, unless you call this office reporting that the unit is still available.

PLYMOUTH HOUSING COMMISSION (734)455-3670, FAX (734)455-2429
HCVprogram@plymouthhousing.net

Revised 10.24.12

PHC Website: phchousing.net