



PROPERTY OWNER/MANAGER – CLIENT PAYMENT AGREEMENT

This form must be completed if client owes more than (6) month’s rent payment.

PAYMENT AGREEMENT

_____ And _____ agree
(Property Owner/Manager) (Client)

that the client will make the following payments for total amount due: \$_____.

If rent due is more than 6 months, the balance of \$_____ will be due by
_____ (mm/dd/yy)
or
over a period of _____ months.

(Please pick one: specify a date balance is due or list amount of month’s payment will be made)

If back rent is due, the balance of \$_____ will be due by
_____ (mm/dd/yy)
or
over a period of _____ months.

(Please pick one: specify a date balance is due or list amount of month’s payment will be made)

Property Owner/Manager Signature

Date

Client Signature

Date



Department of Family
and Support Services

INSTRUCTION SHEET
FOR
PROPERTY OWNER/MANAGER – CLIENT PAYMENT AGREEMENT

Please print legibly (except for signatures)

Property Owner/Manager Name	Enter name as check should be made out (either property owner or management company)
Client Name	Enter name as it is on RAP application
Total Amount Due	Enter total amount of rent due (do not include late fees, garage or parking fees)
Payment Plan	Both parties must select the plan as it relates to their situation.
Signatures & Dates	Both parties must sign and date the agreement
Distribution	Original agreement must be placed in client's file Provide copies to both the client and property owner/manager