

1. Are you the landlord for the residence at: _____ ?
Yes Go on to item 2.
No Complete item 6 below and return this form in the enclosed envelope.

2. Is _____ the person you hold responsible
for payments of the rent for this residence?
Yes _____
No _____

3. How much rent do you charge? \$ _____ per _____
(month or week)

4. If someone other than _____
rented this residence, how much would you charge? \$ _____ per _____
(month or week)

If the amount you wrote in Item 3 is less than the amount you wrote in item 4, why do you charge less rent? (Explain)

5. _____

6. Address: STREET _____ PHONE (Include area code) _____
CITY _____ STATE _____ ZIP CODE _____

Signature (Sign Here) _____ DATE _____

Simple explanation of this Rental Agreement

The purpose of the Rental Agreement is to change the status of the Living Arrangement of an SSI recipient with Social Security. By completing the agreement and paying to Social Security, you are establishing a household within a household based on a **Flat Rate for Room and Board**.

How to use this Rental Agreement

1. Complete the form. The amount you are charging must reflect **fair market value** for the area where you live. Generally speaking a amount of \$450.00 represents fair market value.
2. Make an appointment at the local Social Security office with the telephone number 1-800-772-1213.
3. Ask for an appointment with an SSI Claims representative to discuss Living Arrangement.
4. Take the completed form to the appointment with

Questions you may be asked.

1. Does this price represent **fair market value**? Yes
2. Would you charge someone who is not a family member the same price? Yes
3. If the person fails to pay would you evict them? Yes

What you should do for record keeping

1. Each month you must collect the assigned amount from the person receiving SSI.
2. Write them a receipt to show they have paid the assigned amount in full.
3. Keep a copy of the receipt in case Social Security asks for it.