



**Department of
Social Services**

Human Resources Administration
Department of Homeless Services

Office of
Program Accountability

INVESTIGATION, REVENUE AND ENFORCEMENT ADMINISTRATION

Issued:

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August 26, 2019

Form Instructions: IREA-154 Landlord Clearance Letter

Audience

Bureau of Fraud Investigation (BFI) and Supplemental Needs Trust (SNT).

Background

The BFI-159 Landlord Clearance Letter requires Landlords to verify the names on the lease, the date the lease was signed, the amount of the rent, the number of person(s) in the household, the Landlord and Superintendent of the building and employment references.

Process

The new IREA-154 Landlord Clearance Letter (Attachment 1) replaces the BFI-159 and will be utilized by the Bureau of Fraud Investigation (BFI) and Supplemental Needs Trust (SNT).

The BFI-159 is now obsolete.

Attachment 1



Department of Social Services
Human Resources Administration
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IREA-154 (E) 08/26/2019

INVESTIGATION, REVENUE AND ENFORCEMENT ADMINISTRATION

[SELECT PROGRAM AREA]

[SELECT ADDRESS]

[SELECT CITY, STATE, ZIP]

In reply refer to _____

Investigator _____

Phone Number _____

Date _____

To Whom It May Concern:

We are presently reviewing the case of _____, Case # _____
(Case Name)

Who resides at _____
(Street Number) (Street Name) (City) (State) (Zip Code)

To complete our review, please provide the following information:

Name(s) on lease: _____ Date lease signed: _____

Apartment #: _____ Amount of rent: _____

Person(s) in household: _____

Name and telephone number of building superintendent and landlord:

Superintendent: _____ Phone: _____

Landlord: _____ Phone: _____

Employment References/Information: _____

A self-addressed envelope is attached for your convenience:

Completed by: _____ Title: _____

Signature: _____ Address: _____

Date: _____ Telephone: _____

Sincerely:

(Investigator's Signature)