



LANDLORD / HOUSING PROVIDER RESPONSIBILITIES

TRUST UNITED Representative Payee Services

As a landlord, housing provider, or individual receiving payment on behalf of a beneficiary served through TRUST UNITED Representative Payee Services, you are expected to cooperate with the requirements established by the Social Security Administration (SSA) and TRUST UNITED policies regarding accountability and beneficiary financial oversight.

Responsibilities

- Provide monthly rent receipts, invoices, or proof of payment for housing-related expenses.
- Notify TRUST UNITED immediately if the beneficiary moves from the residence, is hospitalized for an extended period, is incarcerated, passes away, or is no longer residing at the location.
- Notify TRUST UNITED of any changes in rent amount, utilities, financial responsibilities, housing agreements, or additional fees.
- Maintain accurate records of payments received on behalf of the beneficiary.
- Cooperate with verification requests, housing checks, or documentation reviews when requested.
- Notify TRUST UNITED immediately if there are concerns involving neglect, abuse, exploitation, unsafe living conditions, or misuse of beneficiary funds.
- Provide truthful and accurate information regarding the beneficiary's residency and financial obligations.
- Understand that TRUST UNITED may require updated lease agreements, occupancy verification, or supporting documents periodically to maintain SSA compliance.

Failure to provide requested documentation or report significant changes may impact payment processing and may require notification to the Social Security Administration.

Acknowledgment

Landlord / Housing Provider Name: _____

Signature: _____

Date: _____

Beneficiary Name: _____