



Dear Landlord or Property Manager,

You are receiving this letter because a current or potential tenant has requested assistance from the Emergency Financial & Housing Assistance (EFHA) Program that provides rental subsidies for Alameda County residents. The EFHA Program is a housing stability program designed to meet the financial needs of a participant by providing a direct late rental payment to the landlord on behalf of the resident, thus allowing the participant to access or maintain safe and affordable housing.

In order to be in compliance with our State and Federal funders as well as the IRS requirements, our Finance Department at Cardea for the EFHA Program asks that you provide:

1. On your letterhead, a delinquency notice showing past due rent OR a signed letter with your contact information indicating amount overdue.
2. A signed W-9 Form with an Employer Tax ID Number or Social Security Number.
www.irs.gov/pub/irs-pdf/fw9.pdf This is a Federal and State requirement that must be adhered to in order for us to make payments. You will receive a 1099 form from Cardea for the funds distributed to you during the year, indicating that you are receiving payment as “nonemployee compensation.”

Please provide the above documents to the client or case manager directly for fastest processing or if you prefer you can send the documents to us directly via:

- Cardea secure fax number: (510) 210-1304
- Via secure or encrypted email : efha@cardeaservices.org
- Via mail to Cardea Services 401 Grand Ave Suite 450 Oakland, Ca 94610 Attn: EFHA program

Information is gathered exclusively for the purpose of making payments to you so that the tenant can be stably housed and will never be used for any other purpose. **Cardea will always safeguard this information and respect your privacy.** Cardea uses secured computer software to ensure that all information is encrypted and protected.

Thank you very much for your cooperation and for your commitment to providing safe and affordable housing for your tenants!

Sincerely,

A handwritten signature in black ink, appearing to read 'Shailey Klinedinst', with a stylized flourish at the end.

Shailey Klinedinst

EFHA Request Program Director

510-291-8273

efha@cardeaservices.org