



2022

**NON-CORPORATE LANDLORD**  
**RENT PAYMENT REQUEST FORM**

***AS OF JANUARY 1, 2022, RENT PAYMENTS TO NON-CORPORATE LANDLORDS MUST BE MADE BY THE ADMINISTRATIVE OFFICE. CONFERENCES CANNOT MAKE ANY RENT PAYMENTS DIRECTLY TO NON-CORPORATE LANDLORDS!***

District: \_\_\_\_\_

Conference Name: \_\_\_\_\_

Vincenonian Name: \_\_\_\_\_

Tenant Name: \_\_\_\_\_

Address: \_\_\_\_\_

City: \_\_\_\_\_ STATE: \_\_\_\_\_ ZIP: \_\_\_\_\_

Household make-up: #Adults: \_\_\_\_\_ #Children: \_\_\_\_\_ #Seniors: \_\_\_\_\_

Landlord Name: \_\_\_\_\_

Landlord Address \_\_\_\_\_

City \_\_\_\_\_ STATE \_\_\_\_\_ ZIP \_\_\_\_\_

**Please send:**

- **A CHECK FOR THE FULL AMOUNT OF RENT TO BE PAID TO THE LANDLORD, MADE OUT TO: *St. Vincent de Paul Boston***
- **This COMPLETED FORM**
- **COMPLETED and SIGNED IRS W9 (by the Landlord)**

**To: St. Vincent de Paul Boston, 18 Canton Street, Stoughton, MA, 02072**

**INCOMPLETE FORMS WILL NOT BE PROCESSED FOR PAYMENT!**