



PROJECT PRC



Network of Communities Participation Agreement

Download this form, fill it out, sign it, and email it to: partners@projectprc.org

SECTION 1: PROPERTY INFORMATION

Legal Property Name	:				
Doing Business As (DBA)	:				
Physical Address	:				
Mailing Address (if different)	:				
Total Number of Units	:		Total Units Occupied	:	
Management Company (if applicable):	:				

CONTACT INFORMATION

Primary Contact

Name	:	
Title	:	
Phone	:	
Email	:	

Secondary Contact

Name	:	
Title	:	
Phone	:	
Email	:	

SECTION 2: PROGRAM PARTICIPATION

The undersigned agrees that the property listed above will:

- Refer residents for Rental Assistance and/or Eviction Avoidance support
- Permit Project PRC caseworkers to provide services onsite or virtually
- Share non-personally identifiable data (e.g., occupancy status, rent amounts, referrals)
- Support Project PRC marketing and awareness efforts for enrolled residents
- Update tenant list on a quarterly basis

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SECTION 3: FEES & BILLING

One-Time Onboarding Fee:

The property agrees to pay a one-time, non-refundable setup fee of \$3,500, due upon acceptance into the Project PRC Network of Communities.

Monthly Program Surcharge:

The property agrees to implement a Community Support Fee of \$3.50 per occupied unit per month. This fee may be passed through to tenants.

- The property will notify all tenants of the new \$3.50/month charge as part of rent
- Project PRC will invoice the property monthly

Initials

SECTION 4: TENANT NOTIFICATION

The property agrees to notify all tenants that their monthly rent will increase by \$3.50 to support participation in Project PRC's housing stability services. This notification must be issued in writing and comply with applicable state or lease regulations.

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SECTION 5: PROGRAM START & ONBOARDING

The property will receive an onboarding packet from Project PRC. No training is required, and all marketing materials needed for tenant communication and awareness will be provided by Project PRC.

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SECTION 6: TERM & TERMINATION

- Initial term: 12 months from the launch date
- Auto-renews annually unless terminated with 60 days written notice

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SECTION 7: LIABILITY & CONFIDENTIALITY

- Project PRC will only collect or receive data essential to service delivery.
- No personally identifiable information will be shared without consent.
- Both parties agree to maintain reasonable confidentiality and data protections.
- Liability is limited to the fees paid YTD.

Initials

CONFIRMATION OF PARTICIPATION

By signing this agreement, the property confirms its commitment to the terms outlined above and acknowledges its official designation as a Project PRC Network of Communities Member. This designation reflects the property's proactive role in promoting housing stability, supporting tenants through critical assistance programs, and partnering with Project PRC to create sustainable, community-focused housing solutions.

SECTION 8: AUTHORIZED SIGNATURES

For Property Ownership / Management

Signature : _____

Printed Name : _____

Title : _____

Date : _____

For Project PRC

Signature : _____

Printed Name : _____

Title : _____

Date : _____



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