



## Rent Reporting Readiness Checklist

Is your agency ready to offer rent reporting to your residents? Use this checklist to find out!

- Does your agency that owns or operates housing units?
  - If yes, great, keep filling out the checklist!
  - If no, partner with a housing provider!<sup>1</sup>
  
- Are **necessary stakeholders on-board**? This includes organizational leaders, property management staff, and other staff that provide direct assistance to residents.
  - Check out our two-pager on CBA-Esusu Rent Reporter and our summary of findings from our rent reporting pilot to help make your case! These can be found on [our website](#).
  
- Do you have **staff capacity**? Including:
  - **a champion** who can dedicate time to manage the initial set up process and provide cross departmental coordination
  - someone with **technical expertise** in your property management software who can extract the required resident rental data
  - an **organizational leader** who can review and sign legal agreements
  - **staff trusted by residents** with **ongoing capacity** to outreach to and enroll residents in rent reporting
  
- Do you have **financial resources** to offer rent reporting on an ongoing basis? While we have tried to make rent reporting as affordable as possible, there are still associated costs including a one-time set up fee and an ongoing annual fee. Contact us for a quote when you are ready!

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<sup>1</sup> In order to offer rent reporting, your agency must own or operate housing units. If you are a nonprofit that can provide supplemental services to residents participating in rent reporting such as credit coaching or financial education, we'd love to talk to you about how you can support affordable housing providers in your area to offer rent reporting!