# B2H Landlord Monthly Invoice & Process Flow

## 1. B2H Landlord Monthly Invoice Template

This standardized invoice form should be completed by landlords monthly and submitted to TASC for verification and processing.

|  |  |
| --- | --- |
| Landlord/Property Management Company: |  |
| Contact Name: |  |
| Phone: |  |
| Email: |  |
| Address: |  |

Vendor Code (assigned by TASC): \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

### Billing Information

|  |  |  |
| --- | --- | --- |
| **Tenant Name** | **Unit** | **Market Rent** |
| 1. John Doe | 1A | $ 1,200.00 |
| 1. Adam Cook | 1B | $ 1,400.00 |
| 3. |  | $ 0.00 |
| **Total Invoice Requested** | | **$ 2,600.00** |

**Certification:**  
I certify that the above tenant resided in the listed unit for the full billing period.  
  
Landlord Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_

**Verification:**

Case Manager verifies that the above information has been reviewed and is accurate.

TASC Case Manager Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_

## 2. Process Flow for Monthly Invoices

1. **Vendor Code Assignment**  
   TASC Finance Department creates and issues a unique vendor code for each participating property. This code must be included on every invoice.
2. **Invoice Completion by TASC Finance Department**  
   TASC Finance Department will generate the standardized B2H Landlord Invoice each month, including tenant(s), unit, vendor code, and billing details, then upload this document for the landlord with pre-filled fields.
3. **TASC Payment Request Submission Reminders**

TASC IT Department will send out multiple reminders per month to inform landlords of upcoming payment request submission deadlines.

1. **Invoice Submission**  
   Landlord will simply sign (allow e-signature) the invoice and submit it to TASC Case Manager.
2. **Case Manager Verification**  
   Assigned Case Manager contacts the tenant to confirm active residency. Case Manager signs off on verification.
3. **Case Manager Verification Ensures Invoice Has been Submitted by Landlord**

Case Manager will review their portfolio to ensure that all the landlord partners have submitted their payment requests for the month.

1. **Invoice Forwarded to Finance Department**  
   Case Manager forwards the verified invoice to TASC Finance Department for payment processing.
2. **Finance Department** **Invoice Review**   
   Finance Department reviews invoice and cross-checks records to ensure requested amount matches the contract amount.
3. **Finance** **Department** **Invoice Payment**

Finance Department issues payment to landlord by ACH or check.