

Requirements for Participating Landlords

****DOCUMENTS NOT SUBMITTED MAY CAUSE A DELAY IN PROCESSING****

- A. All new / current landlords are required to submit the following documents before they can enter or continue participation in the Housing Choice Voucher Program:**
1. Proof of Ownership: Copy of a deed, sale, closing documents, HUD form, tax statement, W-9 Form
 2. Contact Telephone Numbers
 3. Management Agreement if property is assigned to a Management Company
 4. Lead Base Paint disclosure form
 5. Picture I.D. (individual owners)
 6. Proof of Corporation or incorporated
 7. Social Security Card , Tax I.D. (IRS letter/8609 form tax credit properties)
- B. If a landlord has a change of address they **MUST** provide:**
1. Written request with previous address and new address listed
 2. Picture I.D. (individual owner)
 3. Written request must include unit addresses and specify if the owner or agent's address changed
 4. The effective date of the address change
 5. Please allow 4-6 weeks to process the change
 6. Note: A Separate process is requested to change Direct Deposit information for either your mailing address, bank or account number
- C. If a landlord sells or changes management companies, the following is required:**
1. Written notification
 2. Proof of Sale (deed, sale or closing contracts)
 3. New W-9
 4. Picture I.D.
 5. Proof of Corporation or Incorporated
 6. Social Security Card , Tax I.D. (IRS letter)
 7. Contact telephone numbers
 8. New management agreement contract, if new property will be assigned
 9. Notification letter to program participants informing them of the change, whether or not the new owner will honor the current lease and HAP Contract, and the address to where the rental payments should be sent.
 10. A new contract with the remaining dates of the contract and notate the landlord and participant file to reflect the change
 11. Copy of an unsigned lease