



MARIETTA HOUSING AUTHORITY

95 Cole Street
Marietta, Georgia 30060
(770) 419-3200 fax: (770) 419-3232



Landlord Packet

Thank you for your interest in serving as a participating Landlord/Owner in the Housing Choice Voucher [HCV] Program for the Marietta Housing Authority [MHA]. Your prospective tenant is currently seeking housing in order to continue their participation in the HCV Program. Please use the following as a checklist to ensure that you have everything necessary to begin receiving MHA's portion of a participant's rent. We cannot begin housing assistance payments until all criteria are met.

Prospective Tenant _____

Caseworker Assigned _____ at 770-419-3200 Ext. _____

1. New Landlord Set-Up

LL Name to be set up _____

If you are currently providing housing on our program, you have already completed this step. Please skip to Step 2.

If you are NOT currently providing housing on our program, you must complete this step. You are required to provide items A through E in order to establish an account for you in our system. Because your privacy is very important, this New Landlord Set-up process can be completed by providing this information directly to the caseworker listed above.

- A. Pictured I.D.
- B. Copy of Social Security card or FEIN
- C. Form W-9
- D. Voided check
- E-1. Phone #: _____
- E-2: Email address: _____

2. Establishing Property Ownership

We require you to provide items F through J for every housing unit under consideration for program participation. This confidential information may also be provided directly to the housing caseworker listed above.

- F. Copy of unexecuted Lease between you and the tenant; MUST be submitted for every client
- G. Recorded warranty deed or not applicable if previously submitted as a single complex
- H. Current mortgage statement or not applicable if previously submitted as a single complex
- J. Management agreement or Power of Attorney or not applicable if agent of a single complex is approved to sign on Owner's behalf

Supplemental document explanations: [F] The lease must include, word-for-word, all provisions of the tenancy addendum required by HUD and supplied by the PHA. This is done by adding the HUD tenancy addendum to the lease used by the owner. At this point, you would submit an unexecuted copy of your Lease. At a later step, you would submit an executed copy of the same signed Lease. [see Step 4]. [G] Recorded warranty deed to prove you are the rightful owner of the unit; Quit Claim Deeds are not acceptable. [H] A current mortgage statement that establishes you are current on any loans on this property (or) a self certifying statement that there is no mortgage for this property at this time.

White copy- submit with applicable documents to MHA / Pink copies – Landlord/Owner copies

MHA USE ONLY: Submitted to Finance by _____ on _____	<input type="checkbox"/> LL correspondence different from payee
Approved by Finance by _____ on _____	<input type="checkbox"/> Assigned LL number _____

3. Readiness for Unit Inspection

The documents listed below will be supplied to you by your prospective tenant. They **MUST** be submitted to MHA via the prospective tenant. You cannot submit these documents on behalf of the tenant. Your prospective tenant has been advised of our office appointment schedules in order to submit these documents. The caseworker meets with your tenant to approve these documents prior to forwarding the documents to the Inspections Department.

- ✓ K. Checklist for Tenancy Approval
- ✓ L. Request for Tenancy Approval [RTA]
- ✓ M. LBP Disclosure form
- ✓ N. Violence Against Women (VAWA) Lease Addendum

Supplemental document explanations: [K] You have reviewed and checked off the Checklist for Tenancy Approval with the family to ensure all steps have been followed. Your signature certifies that you are the legal Owner or the legally designated Agent for the referenced unit and that the HCV Program family has no ownership or interest in the property whatsoever. [L, M, N] The Checklist for Tenancy Approval also serves as the cover page for the Checklist packet. Additional documents in this packet are the Request for Tenancy Approval (RTA), the Lead Based Paint (LBP) Disclosure form and the VAWA Addendum.

4. Confirmation of Move-In and Tenancy

You will be contacted by the Inspections Department to arrange access to the unit for the Housing Quality Standards (HQS) inspection. A Confirmation of Move-In form will be given to you or your representative at the time the unit is inspected and passes HQS. You and your tenant must complete this form and return it within 48 hours of the actual move-in date. Pay special attention if the Port-In box is checked. Special handling of Port-In families is vital. After submission of the Confirmation of Move-In form, the caseworker will contact you in order to execute additional documents in this process.

- ✓ P. Housing Assistance Payments Contract [HAP]
- ✓ Q. HCV Landlord Certification
- ✓ R. Copy of executed Lease

Supplemental document explanation: [P] The HAP Contract between the Owner and MHA must be executed within 60 days of the effective date of the Contract. No rental payments will be issued until the HAP has been executed. [Q] The Landlord Certification outlines a brief summary of the landlord/owner's role in program participation.

We cannot make any payments on behalf of this client until ALL of these documents have been executed and returned to MHA.

For more in-depth information, we recommend *The Owner's Handbook* produced by Nan McKay and Associates, offered at our cost of \$15.00 per copy.

General Business Concerns and Screening Your Tenant

- Do not depend on the MHA to meet monthly mortgage payments.
- You should make an objective assessment of your property's value and what it should rent for on the open market; payment standards have nothing to do with rent.
- Always have the family inspect the actual unit for rent, not a similar or model unit.
- Be prepared for your property to be inspected at any time; special or audit inspections sometimes occur; by virtue of your endorsement/receipt of deposited funds, you are certifying that the unit meets HQS at all times per the HAP contract [P].
- MHA inspects units according to HUD Housing Quality Standards. Our Inspection Department also determines whether the unit is *rent reasonable*, which ensures that a fair rent is being paid for the unit and, in turn, that the program does not artificially impact rents in the community.
- The prospective tenant finds you. This is a tenant-based program; therefore, the client locates you through any means any other prospective tenant would find you. We encourage families to use www.georgiahousingsearch.org as an effective and efficient means of locating suitable housing.
- Ensure that the tenant has a valid Housing Choice Voucher, which identifies them as an *eligible* program participant. The issuance and expiration dates on the Voucher sets the time frame in which a tenant is eligible to seek housing. The RTA must be submitted to MHA on or before the expiration date of the Voucher. Ask the tenant to see his/her voucher.
- Even though the tenant family is determined by MHA to be eligible for the program, ***the owner must approve the family as a suitable tenant.*** MHA recognizes the owner has approved the family when the tenant submits the RTA documents to us.
- Although we enter into a Contract with you to provide decent, safe and sanitary housing, **the family renting your unit is YOUR tenant, subject to the same laws and regulations as any other tenant.** You should take steps to screen an HCV tenant in the same manner that you do any other potential tenant.
- You may not treat the family differently than any other renter [deposit, rental amount charged, etc]
- You must NOT make any "side arrangements" with the family regarding deposit or rent amounts.
- You may ask the family to discuss the maximum rent amount established by their housing caseworker; your rent cannot exceed this amount.
- You should take a thorough application and screen the family's rental history, credit, work, banking, status of utility services etc.
- You may contact MHA for the name, address and telephone number of the family's current landlord/owner; clients have been advised we are required to provide this information if requested.
- You must ensure that the family members listed on your lease are the only persons to occupy the assisted unit.
- You may not be related to any member of the family in any of the following ways: parent, child grandparent, grandchild, sister or brother, unless the family includes a member with a disability and the unit accommodates the disability.

Attachments to Landlord Packet:

- (Sample) Landlord Certification – MHA 360
- (Blank) W-9 form

Housing Assistance Payments Contract [HAP]:

- I may not assign the HAP Contract to a new owner without prior written consent of MHA.
- I must notify MHA immediately in writing of a change in contact information, such as address, phone number, e-mail, or banking information. Failure to do so may interrupt correspondence and/or delay delivery or electronic transfer of assistance payments.

Reporting Vacancies to MHA.

- I understand that should the assisted unit become vacant, I am responsible for notifying MHA immediately in writing.

Tenant Rent Payments.

- I understand that the tenant's portion of the contract rent is determined by the MHA, and that it is illegal to charge any additional amounts for rent or any other item not specified in the lease which have not been specifically approved by the MHA.

Housing Quality Standards:

- I understand my obligations in compliance with the Housing Assistance Payments Contract to perform necessary maintenance so the unit continues to comply with Housing Quality Standards. Failure to perform necessary maintenance can result in abatement of my Housing Assistance Payments. I may not terminate tenancy because of abatement, and I may not collect same from the tenant.

WARNING: Title 18, US Code Section 1001, state that a person who knowingly and willingly makes false or fraudulent statements to any Department or Agency of the United State is guilty of a felony. State law may also provide penalties for false or fraudulent statements.

Signature of Landlord / Owner / Management Entity

Date



MARIETTA HOUSING AUTHORITY

95 Cole Street

Marietta, Georgia 30060

(770) 419-3200 fax: (770) 419-3232 TDD 770-419-3204



LANDLORD CERTIFICATION

RE: Street address of assisted unit: _____

Ownership of Assisted Unit:

- I certify that I am the legal or the legally-designated agent for the above referenced unit, and that the prospective tenant has no ownership interest in this dwelling whatsoever.
- I must advise MHA and the tenant in writing within _____ days of being notified of pending foreclosure of this property.

Tenant Suitability:

- I will comply with equal opportunity requirements.
- I should screen the family for suitability, including the family's background with response to such factors as rent and utility payment history, caring for unit and premises, respecting the rights of others to the peaceful enjoyment of their housing, and drug-related and criminal activity that is a threat to the life, safety, or property of others.

Tenants of Assisted Unit:

- I understand that the family members listed on the dwelling lease agreement are the only individuals permitted to reside in the unit. Except for the birth, adoption, or court-awarded custody of a child, the MHA and I must grant prior written approval for other persons to be added to the household.
- I confirm that I (including a principal or other interest party) is not the parent, child, grandparent, sister or brother of any member of the assisted family [with the exception of written approval to provide reasonable accommodation for a family member who is a person with disabilities].
- I understand that I am not permitted to live in the unit while I am receiving housing assistance payments.

The Lease and Tenancy Addendum:

- I must offer the same lease as any I use for unassisted tenants, and I must ensure that it complies with state and local law. MHA will only review my lease to ensure that the HUD required items are included. I must submit to the tenant for their consideration and to the MHA for review any new lease or lease revision a minimum of sixty (60) days in advance of the effective date of the lease or lease revision.
- I must provide the tenant and the MHA with a written request for any rent increase a minimum of sixty (60) days in advance of the increase and in accordance with the provisions of the Lease and HAP Contract.

(**) Name of person or business must match the SS or FEI number exactly.

Form **W-9**
(Rev. October 2007)
Department of the Treasury
Internal Revenue Service

Request for Taxpayer Identification Number and Certification

Give form to the
requester. Do not
send to the IRS.

Print or type See Specific Instructions on page 2.	Name (as shown on your income tax return) (**)		
	Business name, if different from above (**)		
	Check appropriate box: <input type="checkbox"/> Individual/Sole proprietor <input type="checkbox"/> Corporation <input type="checkbox"/> Partnership <input type="checkbox"/> Limited liability company. Enter the tax classification (D=disregarded entity, C=corporation, P=partnership) ▶	<input type="checkbox"/> Exempt payee	
	Address (number, street, and apt. or suite no.)		
	City, state, and ZIP code	Requester's name and address (optional) Marietta Housing Authority 95 Cole Street Marietta, GA 30061	
List account number(s) here (optional)			

Part I Taxpayer Identification Number (TIN)

Enter your TIN in the appropriate box. The TIN provided must match the name given on Line 1 to avoid backup withholding. For individuals, this is your social security number (SSN). However, for a resident alien, sole proprietor, or disregarded entity, see the Part I instructions on page 3. For other entities, it is your employer identification number (EIN). If you do not have a number, see *How to get a TIN* on page 3.

Social security number
or
Employer identification number

Note. If the account is in more than one name, see the chart on page 4 for guidelines on whose number to enter.

Part II Certification

Under penalties of perjury, I certify that:

- The number shown on this form is my correct taxpayer identification number (or I am waiting for a number to be issued to me), and
- I am not subject to backup withholding because: (a) I am exempt from backup withholding, or (b) I have not been notified by the Internal Revenue Service (IRS) that I am subject to backup withholding as a result of a failure to report all interest or dividends, or (c) the IRS has notified me that I am no longer subject to backup withholding, and
- I am a U.S. citizen or other U.S. person (defined below).

Certification instructions. You must cross out item 2 above if you have been notified by the IRS that you are currently subject to backup withholding because you have failed to report all interest and dividends on your tax return. For real estate transactions, item 2 does not apply. For mortgage interest paid, acquisition or abandonment of secured property, cancellation of debt, contributions to an individual retirement arrangement (IRA), and generally, payments other than interest and dividends, you are not required to sign the Certification, but you must provide your correct TIN. See the instructions on page 4.

Sign Here	Signature of U.S. person ▶ X	Date ▶
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General Instructions

Section references are to the Internal Revenue Code unless otherwise noted.

Purpose of Form

A person who is required to file an information return with the IRS must obtain your correct taxpayer identification number (TIN) to report, for example, income paid to you, real estate transactions, mortgage interest you paid, acquisition or abandonment of secured property, cancellation of debt, or contributions you made to an IRA.

Use Form W-9 only if you are a U.S. person (including a resident alien), to provide your correct TIN to the person requesting it (the requester) and, when applicable, to:

- Certify that the TIN you are giving is correct (or you are waiting for a number to be issued),
- Certify that you are not subject to backup withholding, or
- Claim exemption from backup withholding if you are a U.S. exempt payee. If applicable, you are also certifying that as a U.S. person, your allocable share of any partnership income from a U.S. trade or business is not subject to the withholding tax on foreign partners' share of effectively connected income.

Note. If a requester gives you a form other than Form W-9 to request your TIN, you must use the requester's form if it is substantially similar to this Form W-9.

Definition of a U.S. person. For federal tax purposes, you are considered a U.S. person if you are:

- An individual who is a U.S. citizen or U.S. resident alien,
- A partnership, corporation, company, or association created or organized in the United States or under the laws of the United States,
- An estate (other than a foreign estate), or
- A domestic trust (as defined in Regulations section 301.7701-7).

Special rules for partnerships. Partnerships that conduct a trade or business in the United States are generally required to pay a withholding tax on any foreign partners' share of income from such business. Further, in certain cases where a Form W-9 has not been received, a partnership is required to presume that a partner is a foreign person, and pay the withholding tax. Therefore, if you are a U.S. person that is a partner in a partnership conducting a trade or business in the United States, provide Form W-9 to the partnership to establish your U.S. status and avoid withholding on your share of partnership income.

The person who gives Form W-9 to the partnership for purposes of establishing its U.S. status and avoiding withholding on its allocable share of net income from the partnership conducting a trade or business in the United States is in the following cases:

- The U.S. owner of a disregarded entity and not the entity,

(**) Name of person or business must match the SS or FEI number exactly.