

Thank you for your interest in participating in the Housing Choice Voucher Program (HCVP). The HCVP provides rental assistance to families who have placed their name on the waiting list and have subsequently been determined eligible for assistance.



Landlords/Owners may list properties for free at the following website: www.affordablehousing.com or call 1.866.466.7328. A "Affordable Housing Listing" for landlords/owners who have indicated an interest in participating in the Housing Choice Voucher Program to assist Voucher holders in finding suitable housing will be available online for FWHS Voucher holders or you may fax the Affordable Housing Form to 1.516.416.9848. Owner must contact Affordable Housing at that time with instructions to renew the listing if the property has not rented. Multi-family properties will be maintained on a continuous basis due to turnover. Addition to the list does not endorse the property, it is simply a courtesy list giving the prospective client the address of the property and the name, address, and phone number of who to contact.

The Process

Owner/Agent attends a Landlord Orientation held at Fort Worth Housing Solutions (FWHS) every 2nd Tuesday of every month, except December, at 9:00am.

At the Landlord Orientation owner/agent will receive a "Landlord Packet" containing all necessary documents and sample forms for participation in the Housing Choice Voucher Program.

Once a family has received a Voucher from FWHS the family will begin the search for a proper housing unit from the private sector utilizing the Property Availability List as well as other sources of media in the selection of a unit. The family has 60 calendar days for regular HCVP or 120 calendar days for Cavile Residents to find a unit that fits their family's needs.

The client will provide the prospective landlord with a Request for Tenancy Approval (RFTA) form. Both the client **and** the landlord are required to fill in all information on the RFTA and both should be aware that there are certain guidelines for participation in the program. This includes but is not limited to:

- The owner is responsible for screening the client prior to leasing.
- The owner must provide (some forms are available online at www.fwhs.org):
 - A copy of the Warranty Deed or Settlement Statement (Settlement Statement **must** contain **both** seller and buyer's signature to be acceptable).
 - Direct Deposit form (Please be sure and confirm the routing number with your financial institutions to avoid delay in receipt of your rental payment.)
 - **Voided Check or letter from Bank with account information**
 - Copy of Article of Organization (If you will be operating as an LLC, Inc or DBA)
 - W-9 (One from owner and one from agent, if agent will be payee)
 - Copy of the payee's social security card or **Assigned Tax ID letter; LTR 147C**
 - Affidavit of Assignment of Agent (If there will be one)
 - Completed New Landlord Orientation (<https://rise.articulate.com/share/mLdXbl5hJb3lpu6nO4fqdoq14-NjuJL3#/>)
- The owner will use their own lease and attach the Tenancy Addendum provided by FWHS to it.
- The owner may collect a security deposit but, the Department of Housing and Urban Development (HUD) does not permit an owner to collect an amount that would exceed the amount of one month's contract rent and requires that the deposit requested be no more than that being currently charged by the landlord for unassisted units. Security deposit is paid by the client. Fort Worth Housing Solutions will assist with security deposit if the client is a Cavile Tenant Protection Voucher (TPV) holder.



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The RFTA **must** be returned to Fort Worth Housing Solutions Inspections Department, either in person or email: inspections@fwhs.org.
(The sooner this form is returned the sooner the property can be scheduled for inspection.)

Once the RFTA has been received by FWHS, it is entered into the system and assigned to an Inspector. The Inspector will determine that the property/unit meets the rent and inspection guidelines as dictated by HUD. The inspector will also perform a preliminary rent reasonableness test to determine if the contract rent the owner is requesting is reasonable for the subject property.

The Inspector will then contact the owner/agent to set up a date for inspection and discuss the issue of Rent Reasonableness if necessary. On this initial inspection the owner/agent **must** be present.

At the time of inspection:

- All utilities must be turned on (at this time the utilities will still be in the property owners name) and all appliances present for the unit to pass inspection (if provided by the owner).
- Once the property has PASSED inspection and the utility verifications have been submitted, the inspector will perform a final rent reasonableness test to verify that the requested contract rent is comparable to similar unassisted properties in the immediate area. The owner/agent will then receive a Move-In Approval form (either by fax or email) from the FWHS Inspections Department.
- At the time the lease is signed between the Owner/Agent and the tenant a copy of the Tenancy Addendum provided by HUD must be attached to the owners' lease, and it should state clearly in the lease, "Tenancy Addendum Attached is a Part of This Lease."
- FWHS will prepare the Housing Assistance Payments (HAP) contract within five working days after receipt of all aforementioned information from the property owner.
- The signed HAP contract must be promptly returned to FWHS with a copy of the lease.
- Rental assistance payments will not begin until the Housing Assistance Payments (HAP) Contract has been returned and executed by FWHS.
- HAP deposits are paid around the first of each month; however, the initial check for a new contract is paid on the first of the month following the receipt of the fully executed lease and the HAP contract **PROVIDED** all documents have been received by the 21st of the month. Executed contracts received after the 21st of the month may not be processed until the next month. HAP payments are generated by computer on the 1st business day of each month.
- Register online to view monthly detail statements at <https://partners.ourpha.com/FortWorth/View/Security/Login.aspx>
- Based on the FWHS calculation of rent, client will be responsible for paying a portion of the rent directly to the landlord (generally 30% of their income). FWHS will pay the balance of the rental subsidy to the landlord by direct deposit the first of each month.

If you have any questions concerning the inspection or new contract process and/or if you are interested in attending a Landlord Orientation, please do not hesitate to contact Tangela Caldwell at (817) 333-3616 or tcaldwell@fwhs.org.

Thank you,

Hyacinth Onyekanne
Director of Housing Operations
Phone: (817) 333-3604
honyekanne@fwhs.org



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Direct Deposit Form

Housing Choice Voucher Program (formerly Section 8)



The Direct Deposit Form will need to be submitted if at any time a change occurs in your banking institution, ownership change and/or payee/managing agent. Please submit to Tangela Caldwell via email at landlordservices@fwhs.org. Please call Tangela at 817.333.3616 for any questions or concerns.

| Property Owner Info | | Managing Agent Info | |
|---------------------|-------|---------------------|-------|
| Owner Name: | _____ | Agent Name: | _____ |
| Owner Address: | _____ | Agent Address: | _____ |
| City, State Zip: | _____ | City, State Zip: | _____ |
| Home Phone #: | _____ | Home Phone #: | _____ |
| Fax #: | _____ | Fax #: | _____ |
| Email Address: | _____ | Email Address: | _____ |
| Tax ID #/ SS # | _____ | Tax ID #/SS # | _____ |

| | | | | |
|---|--|---|-----------|---|
| ATTACH A VOIDED CHECK | Bank Name: | _____ | | Banking Information Belongs To: <i>Select only ONE of the following:</i> <input type="checkbox"/> Owner <input type="checkbox"/> Managing Agent |
| | Bank Address: | _____ | | |
| | Bank Phone #: | _____ | | |
| | Name on the account: | _____ | | |
| | Routing Number: | _____ | | |
| | Account Number: | _____ | | |
| | <i>Select only ONE of the following:</i> | <input type="checkbox"/> Checking Account | 22 | |
| | <input type="checkbox"/> Savings Account | 32 | | |
| Please note that the party receiving the monthly payment will be responsible for receipt of the 1099 | | | | |

VIEW DETAIL STATEMENTS ONLINE AT <http://www.fwhs.org> **Select LANDLORD PARTNER PORTAL**

I certify the aforementioned information is correct. I understand that future housing assistance payments will be deposited electronically into the account mentioned above. I agree to Notify FWHS promptly should this information change.

_____ Owner Signature _____ Date

Property Owner must provide notarized form **ONLY** if the managing agent is the designated payee **SIGNED BEFORE ME**, the undersigned authority, on this day _____ personally appeared known to me to be the person who has signed the foregoing document, and after being duly sworn, acknowledged to me that he/she had executed the same for the purposes and considerations therein expressed.

SUBSCRIBED AND SWORN TO BEFORE ME THIS _____ DAY OF _____, 20_____.

County of: _____ Notary Signature: _____

State of: _____ Seal: _____



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Affidavit of Assignment of Agent



I, _____
Print Owner Name

doing business as follows:

Individual Owner Entity: _____
Print entity name

Entity Tax ID#: _____ Apt. Name: _____
Owner tax id#

I declare that I am the owner of the property located at:

Unit address City, state Zip code

I further state that I have authorized: _____
Print name of managing agent

Agent only Agent/Payee: _____
Agent Tax ID #

Agent phone number Agent Fax number Agent Email Address

This authorization includes the right to sign all papers necessary for said leasing. My agent should be contacted regarding any repairs that may be needed during the term of the lease.

This authorization shall remain in full force and effect for the duration of any lease signed by my agent, and I agree to give notice to the FWHS within 10 (Ten) days regarding any change in agents' authorization. The terms and conditions of the lease and the contract signed by my agent will be honored by me as owner of said property.

Owner address City, State, Zip Code Email Address

Owner Signature Date

PROPERTY OWNER MUST PROVIDE NOTARIZED FORM

SIGNED BEFORE ME, the undersigned authority, on this day _____ personally appeared known to me to be the person who has signed the foregoing document, and after being duly sworn, acknowledged to me that he/she had executed the same for the purposes and considerations therein expressed.

SUBSCRIBED AND SWORN TO BEFORE ME THIS _____ DAY OF _____ 20_____.

County of: _____ Notary Signature: _____

State of: _____ Seal:



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Affidavit of Ownership and Ratification of Existing Contract



I, _____ hereby attests to Fort Worth Housing Solutions that the Owner has recently acquired Title to the improved property located at:

_____ Unit address

_____ City, State Zip Code

I have attached to this affidavit one of the following:

- Signed copy of the closing statement (HUD 1) from the Title Company-both signatures of buyer & seller
- Copy of the Recorded/Filed Deed showing proof of new ownership

The property is subject to an existing housing assistance payment contract (HAP) with Fort Worth Housing Solutions (FWHS) and the existing rental agreement with colon, not semi-colon

- All tenants residing in the Multi-Family
- Individual Tenant: _____

As the New Owner, I have been given a copy of BOTH the existing HAP Contract and the existing Lease/Rental Agreement by the previous Owner. In consideration of FWHS' consent to assignment of the existing HAP, Owner agrees as follows: ***please initial the following***

- Owner hereby ratifies, accepts, and agrees to abide by all the terms of the HAP Contract as if owner had signed it originally
- Owner hereby ratifies, accepts, and agrees to abide by all the terms of the rental agreement entered with the tenant as if owner had signed it originally

Signed this _____ Day of _____ 20_____

_____ Owner Signature City, State Zip Code

_____ SS#/TAX ID# Email Address Telephone #



PROPERTY OWNER MUST PROVIDE A NOTARIZED COPY OF THIS FORM

SIGNED BEFORE ME, the undersigned authority, on this day _____ personally appeared known to me to be the person who has signed the foregoing document, and after being duly sworn, acknowledged to me that he/she had executed the same for the purposes and considerations therein expressed.

SUBSCRIBED AND SWORN TO BEFORE ME THIS _____ DAY OF _____ 20_____.

County of: _____

Notary Signature: _____

State of: _____

Seal:



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Request for Taxpayer Identification Number and Certification

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

► Go to www.irs.gov/FormW9 for instructions and the latest information.

| | | | |
|--|--|--|--|
| Print or type. See Specific Instructions on page 3. | 1 Name (as shown on your income tax return). Name is required on this line; do not leave this line blank. | | |
| | 2 Business name/disregarded entity name, if different from above | | |
| | 3 Check appropriate box for federal tax classification of the person whose name is entered on line 1. Check only one of the following seven boxes. <input type="checkbox"/> Individual/sole proprietor or single-member LLC <input type="checkbox"/> Limited liability company. Enter the tax classification (C=C corporation, S=S corporation, P=Partnership) ► _____ Note: Check the appropriate box in the line above for the tax classification of the single-member owner. Do not check LLC if the LLC is classified as a single-member LLC that is disregarded from the owner unless the owner of the LLC is another LLC that is not disregarded from the owner for U.S. federal tax purposes. Otherwise, a single-member LLC that is disregarded from the owner should check the appropriate box for the tax classification of its owner. <input type="checkbox"/> Other (see instructions) ► _____ | 4 Exemptions (codes apply only to certain entities, not individuals; see instructions on page 3): Exempt payee code (if any) _____ Exemption from FATCA reporting code (if any) _____ <small>(Applies to accounts maintained outside the U.S.)</small> | |
| | 5 Address (number, street, and apt. or suite no.) See instructions. | Requester's name and address (optional) | |
| | 6 City, state, and ZIP code | | |
| | 7 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 generally your social security number (SSN). However, for a resident alien, sole proprietor, or disregarded entity, see the instructions for Part I, later. For other entities, it is your employer identification number (EIN). If you do not have a number, see *How to get a TIN*, later.

Note: If the account is in more than one name, see the instructions for line 1. Also see *What Name and Number To Give the Requester* for guidelines on whose number to enter.

| | | | | | | | | | |
|---------------------------------------|--|--|--|---|--|--|---|--|--|
| Social security number | | | | | | | | | |
| | | | | - | | | - | | |
| or | | | | | | | | | |
| Employer identification number | | | | | | | | | |
| | | | | - | | | | | |

Part II Certification

Under penalties of perjury, I certify that:

1. 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
2. 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
3. I am a U.S. citizen or other U.S. person (defined below); and
4. The FATCA code(s) entered on this form (if any) indicating that I am exempt from FATCA reporting is correct.

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 for Part II, later.

| | | |
|------------------|----------------------------|--------|
| Sign Here | Signature of U.S. person ► | Date ► |
| | | |

General Instructions

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

Future developments. For the latest information about developments related to Form W-9 and its instructions, such as legislation enacted after they were published, go to www.irs.gov/FormW9.

Purpose of Form

An individual or entity (Form W-9 requester) who is required to file an information return with the IRS must obtain your correct taxpayer identification number (TIN) which may be your social security number (SSN), individual taxpayer identification number (ITIN), adoption taxpayer identification number (ATIN), or employer identification number (EIN), to report on an information return the amount paid to you, or other amount reportable on an information return. Examples of information returns include, but are not limited to, the following.

- Form 1099-INT (interest earned or paid)

- Form 1099-DIV (dividends, including those from stocks or mutual funds)
- Form 1099-MISC (various types of income, prizes, awards, or gross proceeds)
- Form 1099-B (stock or mutual fund sales and certain other transactions by brokers)
- Form 1099-S (proceeds from real estate transactions)
- Form 1099-K (merchant card and third party network transactions)
- Form 1098 (home mortgage interest), 1098-E (student loan interest), 1098-T (tuition)
- Form 1099-C (canceled debt)
- Form 1099-A (acquisition or abandonment of secured property)

Use Form W-9 only if you are a U.S. person (including a resident alien), to provide your correct TIN.

If you do not return Form W-9 to the requester with a TIN, you might be subject to backup withholding. See What is backup withholding, later.