

CHANGE OF OWNERSHIP DOCUMENT CHECKLIST



New Owner/Tax ID:	
Previous Owner/Tax ID:	
Property Name/Address:	
Date of Sale/Transfer Request:	

To initiate a Change of Ownership, the new owner (as noted on the warranty deed, or proof of sale), or their designated representative (signed Property Management agreement between both parties is required), must submit the following completed documents to AHA Landlord Services:

CHECKLIST

- W9 – Tax ID refers to the EIN or SSN that a 1099 will be generated for
- Owner/Property Management Information (OPMI) form - contact information for your owner account
- Electronic Deposit Authorization form – account information must match voided check
 - Copy of voided check must have pre-printed owner/company name and address on the upper left-hand corner, or deposit slip if using a savings account. If you are not able to provide a copy of a voided check, please supply a letter from your financial institution on official letterhead with account number, bank routing number, owner information and bank official signature/contact information*
- AHA Assignment of Management Leasing Agent form (if applicable) – will require the Property Management Agreement between Owner and Agent
- Property Management Agreement (if applicable) - signed document between property management company and the property owner. This agreement must reference the property address.
- Property Owner Certification form, initialed and signed
- Affidavit of Ownership and Ratification of Existing HAP Contract – notary required
- Transfer of Property Ownership Affidavit – notary required
- Copy of Deed of Trust, Warranty Deed, or Closing Statement to establish ownership and allow for hold to be placed on payments to previous owner
- Photocopy of Social Security card or letter from IRS on Tax ID registration (EIN) – this must match the Tax ID used on the W9, OPMI, and Direct Deposit form
- Photocopy of Driver’s License or other US government issued photo identification for Owner and/or Agent
- Copy of any statements or checks forwarded from previous owner for HAP payments as part of transfer of ownership (if applicable)

NOTES

- Property owners, or their designated representative, may submit completed packets via email or at lobby drop-off to the attention of AHA Landlord Services
- Packets delivered directly by tenants will not be accepted to ensure compliance with privacy protection related to landlord personal identification and financial data
- Initial Housing Assistance Payment (HAP) may take up to 60 days to be released once the HAP contract/Transfer of Ownership has been completed.
- Property address refers to rental unit, owner must provide separate mailing address different from property address
- New owner must email closing statement ASAP to: landlordrequest@arlingtonhousing.us to initiate hold on housing payments

Documents, forms, and photos that are of low quality, unreadable, inaccurate, or incomplete will require revision and will result in processing delays

LANDLORD SERVICES CONTACT INFORMATION:

Phone: 817-276-6719 | Email: LandlordRequest@ArlingtonHousing.us

501 W. Sanford St., Suite 20, Arlington, TX 76011

Resources: https://www.arlingtontx.gov/city_hall/departments/housing_authority/landlord_services

By signing the filled-out form, you:

1. Certify that the TIN you are giving is correct (or you are waiting for a number to be issued),
2. Certify that you are not subject to backup withholding, or
3. 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, and
4. Certify that FATCA code(s) entered on this form (if any) indicating that you are exempt from the FATCA reporting, is correct. See *What is FATCA reporting*, later, for further information.

Note: If you are a U.S. person and 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 under section 1446 on any foreign partners' share of effectively connected taxable income from such business. Further, in certain cases where a Form W-9 has not been received, the rules under section 1446 require a partnership to presume that a partner is a foreign person, and pay the section 1446 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 section 1446 withholding on your share of partnership income.

In the cases below, the following person must give 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.

- In the case of a disregarded entity with a U.S. owner, the U.S. owner of the disregarded entity and not the entity;
- In the case of a grantor trust with a U.S. grantor or other U.S. owner, generally, the U.S. grantor or other U.S. owner of the grantor trust and not the trust; and
- In the case of a U.S. trust (other than a grantor trust), the U.S. trust (other than a grantor trust) and not the beneficiaries of the trust.

Foreign person. If you are a foreign person or the U.S. branch of a foreign bank that has elected to be treated as a U.S. person, do not use Form W-9. Instead, use the appropriate Form W-8 or Form 8233 (see Pub. 515, *Withholding of Tax on Nonresident Aliens and Foreign Entities*).

Nonresident alien who becomes a resident alien. Generally, only a nonresident alien individual may use the terms of a tax treaty to reduce or eliminate U.S. tax on certain types of income. However, most tax treaties contain a provision known as a "saving clause." Exceptions specified in the saving clause may permit an exemption from tax to continue for certain types of income even after the payee has otherwise become a U.S. resident alien for tax purposes.

If you are a U.S. resident alien who is relying on an exception contained in the saving clause of a tax treaty to claim an exemption from U.S. tax on certain types of income, you must attach a statement to Form W-9 that specifies the following five items.

1. The treaty country. Generally, this must be the same treaty under which you claimed exemption from tax as a nonresident alien.
2. The treaty article addressing the income.
3. The article number (or location) in the tax treaty that contains the saving clause and its exceptions.
4. The type and amount of income that qualifies for the exemption from tax.
5. Sufficient facts to justify the exemption from tax under the terms of the treaty article.

Example. Article 20 of the U.S.-China income tax treaty allows an exemption from tax for scholarship income received by a Chinese student temporarily present in the United States. Under U.S. law, this student will become a resident alien for tax purposes if his or her stay in the United States exceeds 5 calendar years. However, paragraph 2 of the first Protocol to the U.S.-China treaty (dated April 30, 1984) allows the provisions of Article 20 to continue to apply even after the Chinese student becomes a resident alien of the United States. A Chinese student who qualifies for this exception (under paragraph 2 of the first protocol) and is relying on this exception to claim an exemption from tax on his or her scholarship or fellowship income would attach to Form W-9 a statement that includes the information described above to support that exemption.

If you are a nonresident alien or a foreign entity, give the requester the appropriate completed Form W-8 or Form 8233.

Backup Withholding

What is backup withholding? Persons making certain payments to you must under certain conditions withhold and pay to the IRS 24% of such payments. This is called "backup withholding." Payments that may be subject to backup withholding include interest, tax-exempt interest, dividends, broker and barter exchange transactions, rents, royalties, nonemployee pay, payments made in settlement of payment card and third party network transactions, and certain payments from fishing boat operators. Real estate transactions are not subject to backup withholding.

You will not be subject to backup withholding on payments you receive if you give the requester your correct TIN, make the proper certifications, and report all your taxable interest and dividends on your tax return.

Payments you receive will be subject to backup withholding if:

1. You do not furnish your TIN to the requester,
2. You do not certify your TIN when required (see the instructions for Part II for details),
3. The IRS tells the requester that you furnished an incorrect TIN,
4. The IRS tells you that you are subject to backup withholding because you did not report all your interest and dividends on your tax return (for reportable interest and dividends only), or
5. You do not certify to the requester that you are not subject to backup withholding under 4 above (for reportable interest and dividend accounts opened after 1983 only).

Certain payees and payments are exempt from backup withholding. See *Exempt payee code*, later, and the separate Instructions for the Requester of Form W-9 for more information.

Also see *Special rules for partnerships*, earlier.

What is FATCA Reporting?

The Foreign Account Tax Compliance Act (FATCA) requires a participating foreign financial institution to report all United States account holders that are specified United States persons. Certain payees are exempt from FATCA reporting. See *Exemption from FATCA reporting code*, later, and the Instructions for the Requester of Form W-9 for more information.

Updating Your Information

You must provide updated information to any person to whom you claimed to be an exempt payee if you are no longer an exempt payee and anticipate receiving reportable payments in the future from this person. For example, you may need to provide updated information if you are a C corporation that elects to be an S corporation, or if you no longer are tax exempt. In addition, you must furnish a new Form W-9 if the name or TIN changes for the account; for example, if the grantor of a grantor trust dies.

Penalties

Failure to furnish TIN. If you fail to furnish your correct TIN to a requester, you are subject to a penalty of \$50 for each such failure unless your failure is due to reasonable cause and not to willful neglect.

Civil penalty for false information with respect to withholding. If you make a false statement with no reasonable basis that results in no backup withholding, you are subject to a \$500 penalty.

Criminal penalty for falsifying information. Willfully falsifying certifications or affirmations may subject you to criminal penalties including fines and/or imprisonment.

Misuse of TINs. If the requester discloses or uses TINs in violation of federal law, the requester may be subject to civil and criminal penalties.

Specific Instructions

Line 1

You must enter one of the following on this line; **do not** leave this line blank. The name should match the name on your tax return.

If this Form W-9 is for a joint account (other than an account maintained by a foreign financial institution (FFI)), list first, and then circle, the name of the person or entity whose number you entered in Part I of Form W-9. If you are providing Form W-9 to an FFI to document a joint account, each holder of the account that is a U.S. person must provide a Form W-9.

a. **Individual.** Generally, enter the name shown on your tax return. If you have changed your last name without informing the Social Security Administration (SSA) of the name change, enter your first name, the last name as shown on your social security card, and your new last name.

Note: ITIN applicant: Enter your individual name as it was entered on your Form W-7 application, line 1a. This should also be the same as the name you entered on the Form 1040/1040A/1040EZ you filed with your application.

b. **Sole proprietor or single-member LLC.** Enter your individual name as shown on your 1040/1040A/1040EZ on line 1. You may enter your business, trade, or “doing business as” (DBA) name on line 2.

c. **Partnership, LLC that is not a single-member LLC, C corporation, or S corporation.** Enter the entity’s name as shown on the entity’s tax return on line 1 and any business, trade, or DBA name on line 2.

d. **Other entities.** Enter your name as shown on required U.S. federal tax documents on line 1. This name should match the name shown on the charter or other legal document creating the entity. You may enter any business, trade, or DBA name on line 2.

e. **Disregarded entity.** For U.S. federal tax purposes, an entity that is disregarded as an entity separate from its owner is treated as a “disregarded entity.” See Regulations section 301.7701-2(c)(2)(iii). Enter the owner’s name on line 1. The name of the entity entered on line 1 should never be a disregarded entity. The name on line 1 should be the name shown on the income tax return on which the income should be reported. For example, if a foreign LLC that is treated as a disregarded entity for U.S. federal tax purposes has a single owner that is a U.S. person, the U.S. owner’s name is required to be provided on line 1. If the direct owner of the entity is also a disregarded entity, enter the first owner that is not disregarded for federal tax purposes. Enter the disregarded entity’s name on line 2, “Business name/disregarded entity name.” If the owner of the disregarded entity is a foreign person, the owner must complete an appropriate Form W-8 instead of a Form W-9. This is the case even if the foreign person has a U.S. TIN.

Line 2

If you have a business name, trade name, DBA name, or disregarded entity name, you may enter it on line 2.

Line 3

Check the appropriate box on line 3 for the U.S. federal tax classification of the person whose name is entered on line 1. Check only one box on line 3.

IF the entity/person on line 1 is a(n) . . .	THEN check the box for . . .
• Corporation	Corporation
• Individual • Sole proprietorship, or • Single-member limited liability company (LLC) owned by an individual and disregarded for U.S. federal tax purposes.	Individual/sole proprietor or single-member LLC
• LLC treated as a partnership for U.S. federal tax purposes, • LLC that has filed Form 8832 or 2553 to be taxed as a corporation, or • LLC that is disregarded as an entity separate from its owner but the owner is another LLC that is not disregarded for U.S. federal tax purposes.	Limited liability company and enter the appropriate tax classification. (P= Partnership; C= C corporation; or S= S corporation)
• Partnership	Partnership
• Trust/estate	Trust/estate

Line 4, Exemptions

If you are exempt from backup withholding and/or FATCA reporting, enter in the appropriate space on line 4 any code(s) that may apply to you.

Exempt payee code.

- Generally, individuals (including sole proprietors) are not exempt from backup withholding.
- Except as provided below, corporations are exempt from backup withholding for certain payments, including interest and dividends.
- Corporations are not exempt from backup withholding for payments made in settlement of payment card or third party network transactions.
- Corporations are not exempt from backup withholding with respect to attorneys’ fees or gross proceeds paid to attorneys, and corporations that provide medical or health care services are not exempt with respect to payments reportable on Form 1099-MISC.

The following codes identify payees that are exempt from backup withholding. Enter the appropriate code in the space in line 4.

- 1—An organization exempt from tax under section 501(a), any IRA, or a custodial account under section 403(b)(7) if the account satisfies the requirements of section 401(f)(2)
- 2—The United States or any of its agencies or instrumentalities
- 3—A state, the District of Columbia, a U.S. commonwealth or possession, or any of their political subdivisions or instrumentalities
- 4—A foreign government or any of its political subdivisions, agencies, or instrumentalities
- 5—A corporation
- 6—A dealer in securities or commodities required to register in the United States, the District of Columbia, or a U.S. commonwealth or possession
- 7—A futures commission merchant registered with the Commodity Futures Trading Commission
- 8—A real estate investment trust
- 9—An entity registered at all times during the tax year under the Investment Company Act of 1940
- 10—A common trust fund operated by a bank under section 584(a)
- 11—A financial institution
- 12—A middleman known in the investment community as a nominee or custodian
- 13—A trust exempt from tax under section 664 or described in section 4947

The following chart shows types of payments that may be exempt from backup withholding. The chart applies to the exempt payees listed above, 1 through 13.

IF the payment is for . . .	THEN the payment is exempt for . . .
Interest and dividend payments	All exempt payees except for 7
Broker transactions	Exempt payees 1 through 4 and 6 through 11 and all C corporations. S corporations must not enter an exempt payee code because they are exempt only for sales of noncovered securities acquired prior to 2012.
Barter exchange transactions and patronage dividends	Exempt payees 1 through 4
Payments over \$600 required to be reported and direct sales over \$5,000 ¹	Generally, exempt payees 1 through 5 ²
Payments made in settlement of payment card or third party network transactions	Exempt payees 1 through 4

¹ See Form 1099-MISC, Miscellaneous Income, and its instructions.

² However, the following payments made to a corporation and reportable on Form 1099-MISC are not exempt from backup withholding: medical and health care payments, attorneys' fees, gross proceeds paid to an attorney reportable under section 6045(f), and payments for services paid by a federal executive agency.

Exemption from FATCA reporting code. The following codes identify payees that are exempt from reporting under FATCA. These codes apply to persons submitting this form for accounts maintained outside of the United States by certain foreign financial institutions. Therefore, if you are only submitting this form for an account you hold in the United States, you may leave this field blank. Consult with the person requesting this form if you are uncertain if the financial institution is subject to these requirements. A requester may indicate that a code is not required by providing you with a Form W-9 with "Not Applicable" (or any similar indication) written or printed on the line for a FATCA exemption code.

A—An organization exempt from tax under section 501(a) or any individual retirement plan as defined in section 7701(a)(37)

B—The United States or any of its agencies or instrumentalities

C—A state, the District of Columbia, a U.S. commonwealth or possession, or any of their political subdivisions or instrumentalities

D—A corporation the stock of which is regularly traded on one or more established securities markets, as described in Regulations section 1.1472-1(c)(1)(i)

E—A corporation that is a member of the same expanded affiliated group as a corporation described in Regulations section 1.1472-1(c)(1)(i)

F—A dealer in securities, commodities, or derivative financial instruments (including notional principal contracts, futures, forwards, and options) that is registered as such under the laws of the United States or any state

G—A real estate investment trust

H—A regulated investment company as defined in section 851 or an entity registered at all times during the tax year under the Investment Company Act of 1940

I—A common trust fund as defined in section 584(a)

J—A bank as defined in section 581

K—A broker

L—A trust exempt from tax under section 664 or described in section 4947(a)(1)

M—A tax exempt trust under a section 403(b) plan or section 457(g) plan

Note: You may wish to consult with the financial institution requesting this form to determine whether the FATCA code and/or exempt payee code should be completed.

Line 5

Enter your address (number, street, and apartment or suite number). This is where the requester of this Form W-9 will mail your information returns. If this address differs from the one the requester already has on file, write NEW at the top. If a new address is provided, there is still a chance the old address will be used until the payor changes your address in their records.

Line 6

Enter your city, state, and ZIP code.

Part I. Taxpayer Identification Number (TIN)

Enter your TIN in the appropriate box. If you are a resident alien and you do not have and are not eligible to get an SSN, your TIN is your IRS individual taxpayer identification number (ITIN). Enter it in the social security number box. If you do not have an ITIN, see *How to get a TIN* below.

If you are a sole proprietor and you have an EIN, you may enter either your SSN or EIN.

If you are a single-member LLC that is disregarded as an entity separate from its owner, enter the owner's SSN (or EIN, if the owner has one). Do not enter the disregarded entity's EIN. If the LLC is classified as a corporation or partnership, enter the entity's EIN.

Note: See *What Name and Number To Give the Requester*, later, for further clarification of name and TIN combinations.

How to get a TIN. If you do not have a TIN, apply for one immediately. To apply for an SSN, get Form SS-5, Application for a Social Security Card, from your local SSA office or get this form online at www.SSA.gov. You may also get this form by calling 1-800-772-1213. Use Form W-7, Application for IRS Individual Taxpayer Identification Number, to apply for an ITIN, or Form SS-4, Application for Employer Identification Number, to apply for an EIN. You can apply for an EIN online by accessing the IRS website at www.irs.gov/Businesses and clicking on Employer Identification Number (EIN) under Starting a Business. Go to www.irs.gov/Forms to view, download, or print Form W-7 and/or Form SS-4. Or, you can go to www.irs.gov/OrderForms to place an order and have Form W-7 and/or SS-4 mailed to you within 10 business days.

If you are asked to complete Form W-9 but do not have a TIN, apply for a TIN and write "Applied For" in the space for the TIN, sign and date the form, and give it to the requester. For interest and dividend payments, and certain payments made with respect to readily tradable instruments, generally you will have 60 days to get a TIN and give it to the requester before you are subject to backup withholding on payments. The 60-day rule does not apply to other types of payments. You will be subject to backup withholding on all such payments until you provide your TIN to the requester.

Note: Entering "Applied For" means that you have already applied for a TIN or that you intend to apply for one soon.

Caution: A disregarded U.S. entity that has a foreign owner must use the appropriate Form W-8.

Part II. Certification

To establish to the withholding agent that you are a U.S. person, or resident alien, sign Form W-9. You may be requested to sign by the withholding agent even if item 1, 4, or 5 below indicates otherwise.

For a joint account, only the person whose TIN is shown in Part I should sign (when required). In the case of a disregarded entity, the person identified on line 1 must sign. Exempt payees, see *Exempt payee code*, earlier.

Signature requirements. Complete the certification as indicated in items 1 through 5 below.

1. Interest, dividend, and barter exchange accounts opened before 1984 and broker accounts considered active during 1983.

You must give your correct TIN, but you do not have to sign the certification.

2. Interest, dividend, broker, and barter exchange accounts opened after 1983 and broker accounts considered inactive during 1983.

You must sign the certification or backup withholding will apply. If you are subject to backup withholding and you are merely providing your correct TIN to the requester, you must cross out item 2 in the certification before signing the form.

3. Real estate transactions. You must sign the certification. You may cross out item 2 of the certification.

4. Other payments. You must give your correct TIN, but you do not have to sign the certification unless you have been notified that you have previously given an incorrect TIN. "Other payments" include payments made in the course of the requester's trade or business for rents, royalties, goods (other than bills for merchandise), medical and health care services (including payments to corporations), payments to a nonemployee for services, payments made in settlement of payment card and third party network transactions, payments to certain fishing boat crew members and fishermen, and gross proceeds paid to attorneys (including payments to corporations).

5. Mortgage interest paid by you, acquisition or abandonment of secured property, cancellation of debt, qualified tuition program payments (under section 529), ABLE accounts (under section 529A), IRA, Coverdell ESA, Archer MSA or HSA contributions or distributions, and pension distributions. You must give your correct TIN, but you do not have to sign the certification.

What Name and Number To Give the Requester

For this type of account:	Give name and SSN of:
1. Individual	The individual
2. Two or more individuals (joint account) other than an account maintained by an FFI	The actual owner of the account or, if combined funds, the first individual on the account ¹
3. Two or more U.S. persons (joint account maintained by an FFI)	Each holder of the account
4. Custodial account of a minor (Uniform Gift to Minors Act)	The minor ²
5. a. The usual revocable savings trust (grantor is also trustee)	The grantor-trustee ¹
b. So-called trust account that is not a legal or valid trust under state law	The actual owner ¹
6. Sole proprietorship or disregarded entity owned by an individual	The owner ³
7. Grantor trust filing under Optional Form 1099 Filing Method 1 (see Regulations section 1.671-4(b)(2)(i)(A))	The grantor*
For this type of account:	Give name and EIN of:
8. Disregarded entity not owned by an individual	The owner
9. A valid trust, estate, or pension trust	Legal entity ⁴
10. Corporation or LLC electing corporate status on Form 8832 or Form 2553	The corporation
11. Association, club, religious, charitable, educational, or other tax-exempt organization	The organization
12. Partnership or multi-member LLC	The partnership
13. A broker or registered nominee	The broker or nominee

For this type of account:	Give name and EIN of:
14. Account with the Department of Agriculture in the name of a public entity (such as a state or local government, school district, or prison) that receives agricultural program payments	The public entity
15. Grantor trust filing under the Form 1041 Filing Method or the Optional Form 1099 Filing Method 2 (see Regulations section 1.671-4(b)(2)(i)(B))	The trust

¹ List first and circle the name of the person whose number you furnish. If only one person on a joint account has an SSN, that person's number must be furnished.

² Circle the minor's name and furnish the minor's SSN.

³ You must show your individual name and you may also enter your business or DBA name on the "Business name/disregarded entity" name line. You may use either your SSN or EIN (if you have one), but the IRS encourages you to use your SSN.

⁴ List first and circle the name of the trust, estate, or pension trust. (Do not furnish the TIN of the personal representative or trustee unless the legal entity itself is not designated in the account title.) Also see *Special rules for partnerships*, earlier.

*Note: The grantor also must provide a Form W-9 to trustee of trust.

Note: If no name is circled when more than one name is listed, the number will be considered to be that of the first name listed.

Secure Your Tax Records From Identity Theft

Identity theft occurs when someone uses your personal information such as your name, SSN, or other identifying information, without your permission, to commit fraud or other crimes. An identity thief may use your SSN to get a job or may file a tax return using your SSN to receive a refund.

To reduce your risk:

- Protect your SSN,
- Ensure your employer is protecting your SSN, and
- Be careful when choosing a tax preparer.

If your tax records are affected by identity theft and you receive a notice from the IRS, respond right away to the name and phone number printed on the IRS notice or letter.

If your tax records are not currently affected by identity theft but you think you are at risk due to a lost or stolen purse or wallet, questionable credit card activity or credit report, contact the IRS Identity Theft Hotline at 1-800-908-4490 or submit Form 14039.

For more information, see Pub. 5027, Identity Theft Information for Taxpayers.

Victims of identity theft who are experiencing economic harm or a systemic problem, or are seeking help in resolving tax problems that have not been resolved through normal channels, may be eligible for Taxpayer Advocate Service (TAS) assistance. You can reach TAS by calling the TAS toll-free case intake line at 1-877-777-4778 or TTY/TDD 1-800-829-4059.

Protect yourself from suspicious emails or phishing schemes.

Phishing is the creation and use of email and websites designed to mimic legitimate business emails and websites. The most common act is sending an email to a user falsely claiming to be an established legitimate enterprise in an attempt to scam the user into surrendering private information that will be used for identity theft.

The IRS does not initiate contacts with taxpayers via emails. Also, the IRS does not request personal detailed information through email or ask taxpayers for the PIN numbers, passwords, or similar secret access information for their credit card, bank, or other financial accounts.

If you receive an unsolicited email claiming to be from the IRS, forward this message to phishing@irs.gov. You may also report misuse of the IRS name, logo, or other IRS property to the Treasury Inspector General for Tax Administration (TIGTA) at 1-800-366-4484. You can forward suspicious emails to the Federal Trade Commission at spam@uce.gov or report them at www.ftc.gov/complaint. You can contact the FTC at www.ftc.gov/idtheft or 877-IDTHEFT (877-438-4338). If you have been the victim of identity theft, see www.IdentityTheft.gov and Pub. 5027.

Visit www.irs.gov/IdentityTheft to learn more about identity theft and how to reduce your risk.

Privacy Act Notice

Section 6109 of the Internal Revenue Code requires you to provide your correct TIN to persons (including federal agencies) who are required to file information returns with the IRS to report interest, dividends, or certain other income paid to you; mortgage interest you paid; the acquisition or abandonment of secured property; the cancellation of debt; or contributions you made to an IRA, Archer MSA, or HSA. The person collecting this form uses the information on the form to file information returns with the IRS, reporting the above information. Routine uses of this information include giving it to the Department of Justice for civil and criminal litigation and to cities, states, the District of Columbia, and U.S. commonwealths and possessions for use in administering their laws. The information also may be disclosed to other countries under a treaty, to federal and state agencies to enforce civil and criminal laws, or to federal law enforcement and intelligence agencies to combat terrorism. You must provide your TIN whether or not you are required to file a tax return. Under section 3406, payers must generally withhold a percentage of taxable interest, dividend, and certain other payments to a payee who does not give a TIN to the payer. Certain penalties may also apply for providing false or fraudulent information.



OWNER/PROPERTY MANAGEMENT INFORMATION

Arlington Housing Authority
501 W. Sanford, Suite 20
Arlington, Texas 76011
Phone: 817-276-6775
Fax: 817-962-1250

Email: landlordrequest@arlingtonhousing.us

New Owner

Change in Information

OWNER

Tax ID (SSN/EIN)	
Full Name	
Owner Address	
City/State/Zip	
County	
Work Phone	
Home Phone	
Other Phone	
Email	

PROPERTY MANAGEMENT (if applicable)

Name	
Title	
Street Address	
City/State/Zip	
County	
Work Phone	
Home Phone	
Other Phone	
Email	

Please send information to the following: (check the appropriate box)

Direct Deposit:	Owner <input type="checkbox"/>	Property Management <input type="checkbox"/>
Correspondence:	Owner <input type="checkbox"/>	Property Management <input type="checkbox"/>
1099 Form:	Owner <input type="checkbox"/>	Property Management <input type="checkbox"/>

Owner Date

Property Management Date



ELECTRONIC DEPOSIT AUTHORIZATION

I hereby authorize Arlington Housing Authority to initiate deposits and/or corrections to the previous deposits to my account at the bank named below. This authorization will remain in effect for the duration of my Housing Assistance Payment (HAP) contract with the Arlington Housing Authority. If I change or terminate my bank account without notifying the Housing Authority in writing, I understand that my HAP payment may be delayed.

I understand that I must provide a **voided check** (to deposit into a **checking account**) or a **pre-printed savings account deposit slip** (to deposit into a **savings account**) to the Arlington Housing Authority so that the proper account numbers can be verified and entered in order for the HAP payment to be deposited into the correct account.

Print Name _____ Date _____

Property Address _____
(not owner address) _____

Tax ID Number _____ Phone _____
(SSN or EIN)

Landlord Signature _____

Please complete **either** check or savings account section. Do not complete both.

Checking Account New Enrollment Update Existing Info

Transit/ABA Routing Number _____

Checking Account Number _____

Bank Name _____ City, State _____

***Attach copy of voided check. DO NOT send a deposit slip; deposit slips will not be processed.**

Savings Account New Enrollment Update Existing Info

Transit / ABA Routing Number _____

Savings Account Number _____

Bank Name _____ City, State _____

***Attach a savings account deposit slip.**

Please return completed form with attachments to:

Arlington Housing Authority - or - Fax: 817-962-1250
Attn: Landlord Services
501 W. Sanford St., Suite 20
Arlington, TX 76011

Arlington Housing Authority

Assignment of Management/Leasing Agent

I hereby certify that I am the owner of the property located at:

Property Address: _____

City/State/Zip: _____

I further certify that I have authorized the following management company/agent to act on my behalf regarding the management and leasing of the aforementioned property. This authorization includes the right to sign any and all documents necessary for said leasing and compliance with the U.S. Department of Housing and Urban Development’s Housing Assistance Payments Contract.

The agent will be contacted with regard to any repairs that may be needed during the term of the lease. This authorization shall remain in full effect for the duration of the lease agreement signed by my agent. My agent and I agree to give a thirty day (30) written notice to the Arlington Housing Authority prior to any changes in the agent authorization. I shall honor the terms and conditions of the lease and the Housing Assistance Payments contract signed by my duly authorized agent with regard to the aforementioned property.

Select one:

Management Company Agent

Management Company Information:

Name of Management Company

Phone #

Street Address

Email Address

City/State/Zip Code

Agent Information:

Name of Management Company

Phone #

Street Address

Email Address

City/State/Zip Code

PROPERTY OWNER CERTIFICATION



The Housing Choice Voucher program is a federal rental housing assistance program that is highly regulated and frequently audited. The regulations governing the Housing Choice Voucher program are found in the Code of Federal Regulations and Notices published by the US Department of Housing and Urban Development (HUD). Other requirements are found in the Housing Assistance Payments contract and the Arlington Housing Authority's Administrative Plan. Although not an exhaustive list, the following are responsibilities of participating property owners. The owner responsibilities are listed herein as a courtesy to the property owner, and as a reminder of their responsibilities as a participant in the Housing Choice Voucher program. The owner and their agent(s) including any property manager or property management firms are responsible to comply with all applicable federal regulations and Arlington Housing Authority policies and procedures.

Instructions: Please read and initial each listed responsibility. Place your signature and date signed on the 2nd page and submit completed form to the Arlington Housing Authority.

— **PROHIBITION ON LEASING TO RELATIVES / PERSONS WITH OWNERSHIP INTEREST:** I understand that it is unlawful for an owner to rent to an assisted tenant who is a member of the owner's family (parent, child, grandparent, grandchild, sister or brother of the owner, any principal, or the legally designated agent). I understand that it is unlawful for an owner to rent to a tenant that has an ownership interest in the assisted dwelling unit.

— **TENANT RENT REQUIREMENT:** I understand that it is the Housing Authority's responsibility to approve the contract rent and to determine what portion of the approved contract rent will be paid by the tenant and the Housing Authority.

I understand that it is my responsibility to collect the tenant's portion of the rent from the tenant on a monthly ongoing basis in accordance with the Housing Assistance Payments (HAP) Contract.

I understand that the Arlington Housing Authority is not a party to the lease agreement and is not responsible to pay the tenant's portion of rent. The AHA will make rental housing assistance payments (HAP) identified in the HAP contract.

I understand that requests for a rent increase must be submitted to the AHA at least 60 days prior to the date they are scheduled to go into effect.

I understand that rent may not be increased without the approval of the AHA.

— **PROHIBITION ON SIDE PAYMENTS:** I understand that any agreements between the owner and tenant must be disclosed to the Arlington Housing Authority including the lease agreement. Any agreements between the owner and tenant must be approved by Arlington Housing Authority (AHA) in advance. It is unlawful to charge the tenant and or collect any additional amounts for rent or any other item not specified in the lease and not specifically approved by AHA.

— **VAWA REQUIREMENTS:** I understand that in accordance with the Violence Against Women Act (VAWA), the AHA may terminate the HAP Contract and allow a family to transfer / relocate to other suitable housing as a safeguard and protection to the resident.

PROPERTY OWNER CERTIFICATION



- **HQS COMPLIANCE:** I understand that it is my obligation under the HAP Contract to perform necessary maintenance and to provide those utilities as specified and contracted in my lease with the tenant so that the unit continues to comply with the HUD Housing Quality Standards (HQS). I understand that HAP payments can be abated for failure to maintain the unit in compliance with HQS, and that abated payments may not be collected from the tenant.
- **FORECLOSURE:** I certify that there are no foreclosure proceedings underway with this property. I understand that it is my responsibility to promptly notify the AHA at least 15 days in advance of pending foreclosure.
- **DIRECT DEPOSIT:** I understand that all owners will be required to utilize direct deposit as a means of receiving HAP payments.
- **VACANCIES AND RELOCATION:** I understand that I am responsible to notify the AHA immediately if the assisted unit becomes unoccupied. I understand that relocating an assisted tenant to another rental unit requires the AHA's prior approval. I understand that the death of an assisted tenant terminates the HAP Contract.
- **UNAUTHORIZED OCCUPANTS:** I understand that it is my responsibility to promptly notify the AHA whenever persons not identified on the lease agreement are residing in the assisted dwelling unit and when persons identified in the lease agreement are no longer residing in the assisted dwelling unit.
- **RECEIPT OF HAP PAYMENTS:** I understand that the receipt of housing assistance payments by the owner or owner's agent or owner's representative constitutes a certification by the owner that the assisted dwelling unit is in safe, decent and sanitary condition i.e.; that the dwelling unit meets the HUD Housing Quality Standards and that the assisted unit is occupied by persons identified in the lease agreement as residents of the assisted dwelling.

I understand that when a tenant's income increases and the amount of HAP payment is reduced to zero by the AHA the contract remains in effect for a maximum 180 days. Following the 180-day period the HAP contract terminates.

- **LEASE REQUIREMENTS:** I understand that it is the responsibility of the owner to enforce the terms and conditions of their lease agreement with the tenant.

I understand that I am entitled to HAP payments in the amount specified by the HAP contract and that I will promptly notify the AHA and promptly return to the AHA any erroneous HAP payments that may be received.

Signature

Date

Basic Housing Quality Standards (HQS) Checklist

This checklist is provided to assist property owners and agents in ensuring that common violations are corrected, prior to the Arlington Housing Authority's (AHA) HQS Inspection. Please review this list.

- All utilities must be on and landlord supplied appliances must be in the unit at the time of inspection.
- Appliances must be in good working order and clean.
- A working smoke alarm is REQUIRED in each bedroom (Texas Property Code for Rental Sec 92.255), one on each level of the unit, AND one in each common hall where bedrooms are located.
- Water heater must be vented properly and the discharge line must meet City code.
- Bathroom must have a window that opens or a working exhaust vent system.
- Bedrooms must have a window that opens, stays open, and has operable locks.
- Windows must stay open, have no cracked or broken panes, be weather-tight and have operable locks.
- Doors must be free of holes, weather-tight (if exterior doors), and have operable locks.
- Interior door cannot have any keyed or security locks.
- All plumbing must be in good working condition with no leaks.
- No peeling paint on the exterior or interior of a unit.
- All electrical wiring must be properly installed and covered.
- Panel box may not have any open spaces.
- HVAC must be in good working condition, vented properly, and have clean filters.
- Make ready on unit MUST be completed prior to inspection.
- Sliding doors must have a pin lock no higher than 18 inches from the floor.

The list above is a list of common violations; it is not intended to be a complete list of all possible HQS violations. The AHA is required by HUD to address all identified HQS violations to ensure the unit passes the HQS inspection and is suitable for occupancy.

Affidavit of Ownership and Ratification of Existing HAP Contract

_____ hereby notifies the Arlington Housing Authority that the property located at has
(New Owner)
recently acquired the title to the property located at:

_____ (Street Address) _____ (City/State) _____ (Zip Code)

Date of Purchase/Acquisition: _____

- Attached to this affidavit is a signed copy of the closing statement from the Title Company, a copy of the verification of sale, warranty deed, OR final closing statement, showing proof of ownership for the above-mentioned property.
- The previous owner has provided a copy of both the Housing Assistance Payments (HAP) contract and the current rental/lease agreement. I am aware that this property is subject to the HAP contract.
- AHA's HAP contract beginning date: _____ ending date: _____
- Owner's lease ending date: _____ ending date: _____

In consideration of Arlington Housing Authority's consent to re-assign the existing HAP contract, the new owner agrees to the following (CHECK ALL THAT APPLY):

- I accept and agree to abide by all terms of the HAP contract for the above referenced property
- I accept and agree to abide by all the terms of the lease agreement as if I had signed it originally
- The rental lease/agreement will continue on month-to-month basis
- The amount of rent to be collected from the tenant is \$ _____ monthly
- The amount of rent I will receive from Arlington Housing Authority is \$ _____ per month

_____ (Owner's Signature) _____ (Date) _____ (Telephone Number)

Owner's Email Address: _____ Tax ID # (from W9) _____

Owner's Mailing Address: _____

The state of _____ County of _____

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 consideration therein expressed.

Subscribed and sworn to before me this _____ day of _____, 20__.

Notary Public Signature
Notary Public for the State of _____
My commission Expires: _____

ARLINGTON HOUSING AUTHORITY LANDLORD SERVICES

Email: LandlordRequest@ArlingtonHousing.us | Phone: 817-276-6719

501 W. Sanford St. Suite 20, Arlington, TX 76011

Transfer of Property Ownership Affidavit

_____ hereby notifies the Arlington Housing Authority that the property located at:
(Prior Owner)

_____ (Street Address) _____ (City/State) _____ (Zip Code)

was sold to _____ on _____
(New Owner) (Date of Sale)

No further payment should be made to me as of _____ (insert date)

- Attached to this affidavit is a signed copy of the closing statement from the Title Company or a copy of the verification of sale for the above-mentioned property. The new owner has been advised that this property is subject to a U.S. Department of Housing and Urban Development Housing Assistance Payment (HAP) contract with the Arlington Housing Authority.
- I have given the new owner a copy of both the HAP Contract and the current rental/lease agreement and all applicable addendums and renewals including the amount of rent to be collected from the tenant and the amount to be paid by Arlington Housing Authority.

Prior Owner Signature: _____ Prior Owner Phone #: _____

Previous Owner Tax ID: _____

Prior Owner Printed Name: _____ Email Address: _____

The state of _____ County of _____

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 consideration therein expressed.

Subscribed and sworn to before me this _____ day of _____, 20__.

Notary Public Signature

Notary Public for the State of _____

My commission Expires: _____