

# LANDLORD PACKET

Rosie Muciño

WEATHERFORD HOUSING AUTHORITY 1125 West Oak Street Weatherford, Texas 76086



# Housing Authority City of Weatherford

1125 West Oak Weatherford Texas 76086  
Phone 817-596-0300 Fax 817-594-8504

Rosie Muciño  
Executive Director  
rmucino@whaweatherford.com

Thank you for your interest in being a Section 8 Landlord. The Weatherford Housing Authority will need for you to complete and sign the attached documents and return to the Housing Authority at the above address. You may also email or fax the information.

The Department of Housing and Urban Development, (HUD) regulations require that the Housing Authority have on record a copy of the Owners Social Security card and or Tax ID certificate or an official document showing your Tax ID number. Also, the Housing Authority needs a copy of the owners State issued photo ID. Proof of ownership to the property is needed for the Landlord file. Acceptable document would be a deed, or document from the Appraisal District office.

Please return the following for your Landlord file:

1. Attached documents completed and signed
2. Copy of Social Security Card or Tax ID document
3. Copy of state issued photo ID
4. Proof of ownership

Thank you,

Rosie Muciño  
WHA Executive Director  
Phone: 817-596-0300 ext. 308  
[rmucino@whaweatherford.com](mailto:rmucino@whaweatherford.com)

office hours Monday -Thursday 8 am to 5 pm



# Weatherford Housing Authority

1125 W. Oak Street  
Weatherford, Texas 76086  
Fax: 817-594-8504 or Email: rmucino@whaweatherford.com

## Landlord Information Sheet

The Department of Housing and Urban Development (HUD) regulations require that this Housing Authority and all other Housing Authorities have on record a copy of your Social Security card and or your Tax ID certificate or an official document showing your Tax ID number. The WHA appreciates your cooperation in providing us with the information needed.

### Owner Information

Owner Full Name: \_\_\_\_\_

Owner Social Security / or Tax ID Number: \_\_\_\_\_

Owner Mailing Address: \_\_\_\_\_

Street / or Apt Number      City      State      Zip Code

Current Phone Number: \_\_\_\_\_ Email: \_\_\_\_\_

Current Fax Number: \_\_\_\_\_

Mobile Number: \_\_\_\_\_

Email Address: \_\_\_\_\_

Checks Payable to: \_\_\_\_\_ Agent: \_\_ Yes \_\_ NO

Mailing Address: \_\_\_\_\_

Street / or Apt Number

City

State /Zip Code

Is the Owner related to the Tenant\Renter Circle one: **Yes** or **No**

see Code of Federal Regulations CFR982.306 (7) (d)

Owner Signature: \_\_\_\_\_ Date: \_\_\_\_\_

UNIT ADDRESS: \_\_\_\_\_

### Agent Information

Is an agent handling the property for you? \_\_\_\_\_ Yes \_\_\_\_\_ No

If there is an agent, please provide the following information below:

Agent Name: \_\_\_\_\_

Agent Address: \_\_\_\_\_

Street / Apt Number      City      State      Zip Code

Agent Phone Number: \_\_\_\_\_ Agent Email: \_\_\_\_\_

Make checks payable to: \_\_\_\_\_

Address: \_\_\_\_\_ City: \_\_\_\_\_ State: \_\_\_\_\_ ZIP: \_\_\_\_\_

Agent Signature: \_\_\_\_\_ date: \_\_\_\_\_

Owner Signature: \_\_\_\_\_ date: \_\_\_\_\_



## Request for Taxpayer Identification Number and Certification

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

<b>Print or type See Specific Instructions on page 2.</b>	Name (as shown on your income tax return)	
	Business name/disregarded entity name, if different from above	
	Check appropriate box for federal tax classification (required): <input type="checkbox"/> Individual/sole proprietor <input type="checkbox"/> C Corporation <input type="checkbox"/> S Corporation <input type="checkbox"/> Partnership <input type="checkbox"/> Trust/estate	
	<input type="checkbox"/> Limited liability company. Enter the tax classification (C=C corporation, S=S corporation, P=partnership) ▶	
	<input type="checkbox"/> Other (see instructions) ▶	
Address (number, street, and apt. or suite no.)		Requester's name and address (optional)
City, state, and ZIP code		
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 the "Name" line 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									

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

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).

**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.

<b>Sign Here</b>	Signature of U.S. person ▶	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:

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.

**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,
- The U.S. grantor or other owner of a grantor trust and not the trust, and
- The U.S. trust (other than a grantor trust) and not the beneficiaries of the trust.

**Foreign person.** If you are a foreign person, do not use Form W-9. Instead, use the appropriate Form W-8 (see Publication 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 not subject to backup withholding, give the requester the appropriate completed Form W-8.

**What is backup withholding?** Persons making certain payments to you must under certain conditions withhold and pay to the IRS a percentage 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, 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 Part II instructions on page 3 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 the instructions below and the separate Instructions for the Requester of Form W-9.

Also see *Special rules for partnerships* on page 1.

### **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**

#### **Name**

If you are an individual, you must generally enter the name shown on your income tax return. However, if you have changed your last name, for instance, due to marriage without informing the Social Security Administration of the name change, enter your first name, the last name shown on your social security card, and your new last name.

If the account is in joint names, list first, and then circle, the name of the person or entity whose number you entered in Part I of the form.

**Sole proprietor.** Enter your individual name as shown on your income tax return on the “Name” line. You may enter your business, trade, or “doing business as (DBA)” name on the “Business name/disregarded entity name” line.

**Partnership, C Corporation, or S Corporation.** Enter the entity's name on the “Name” line and any business, trade, or “doing business as (DBA) name” on the “Business name/disregarded entity name” line.

**Disregarded entity.** Enter the owner's name on the “Name” line. The name of the entity entered on the “Name” line should never be a disregarded entity. The name on the “Name” line must be the name shown on the income tax return on which the income will be reported. For example, if a foreign LLC that is treated as a disregarded entity for U.S. federal tax purposes has a domestic owner, the domestic owner's name is required to be provided on the “Name” line. 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 the “Business name/disregarded entity name” line. If the owner of the disregarded entity is a foreign person, you must complete an appropriate Form W-8.

**Note.** Check the appropriate box for the federal tax classification of the person whose name is entered on the “Name” line (Individual/sole proprietor, Partnership, C Corporation, S Corporation, Trust/estate).

**Limited Liability Company (LLC).** If the person identified on the “Name” line is an LLC, check the “Limited liability company” box only and enter the appropriate code for the tax classification in the space provided. If you are an LLC that is treated as a partnership for federal tax purposes, enter “P” for partnership. If you are an LLC that has filed a Form 8832 or a Form 2553 to be taxed as a corporation, enter “C” for C corporation or “S” for S corporation. If you are an LLC that is disregarded as an entity separate from its owner under Regulation section 301.7701-3 (except for employment and excise tax), do not check the LLC box unless the owner of the LLC (required to be identified on the “Name” line) is another LLC that is not disregarded for federal tax purposes. If the LLC is disregarded as an entity separate from its owner, enter the appropriate tax classification of the owner identified on the “Name” line.

**Other entities.** Enter your business name as shown on required federal tax documents on the "Name" line. 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 the "Business name/disregarded entity name" line.

## Exempt Payee

If you are exempt from backup withholding, enter your name as described above and check the appropriate box for your status, then check the "Exempt payee" box in the line following the "Business name/disregarded entity name," sign and date the form.

Generally, individuals (including sole proprietors) are not exempt from backup withholding. Corporations are exempt from backup withholding for certain payments, such as interest and dividends.

**Note.** If you are exempt from backup withholding, you should still complete this form to avoid possible erroneous backup withholding.

The following payees are exempt from backup withholding:

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 possession of the United States, or any of their political subdivisions or instrumentalities,
  4. A foreign government or any of its political subdivisions, agencies, or instrumentalities, or
  5. An international organization or any of its agencies or instrumentalities.
- Other payees that may be exempt from backup withholding include:
6. A corporation,
  7. A foreign central bank of issue,
  8. A dealer in securities or commodities required to register in the United States, the District of Columbia, or a possession of the United States,
  9. A futures commission merchant registered with the Commodity Futures Trading Commission,
  10. A real estate investment trust,
  11. An entity registered at all times during the tax year under the Investment Company Act of 1940,
  12. A common trust fund operated by a bank under section 584(a),
  13. A financial institution,
  14. A middleman known in the investment community as a nominee or custodian, or
  15. 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 15.

IF the payment is for . . .	THEN the payment is exempt for . . .
Interest and dividend payments	All exempt payees except for 9
Broker transactions	Exempt payees 1 through 5 and 7 through 13. Also, C corporations.
Barter exchange transactions and patronage dividends	Exempt payees 1 through 5
Payments over \$600 required to be reported and direct sales over \$5,000 <sup>1</sup>	Generally, exempt payees 1 through 7 <sup>2</sup>

<sup>1</sup> See Form 1099-MISC, Miscellaneous Income, and its instructions.

<sup>2</sup> 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, and payments for services paid by a federal executive agency.

## 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. However, the IRS prefers that you use your SSN.

If you are a single-member LLC that is disregarded as an entity separate from its owner (see *Limited Liability Company (LLC)* on page 2), 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 the chart on page 4 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 Social Security Administration office or get this form online at [www.ssa.gov](http://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](http://www.irs.gov/businesses) and clicking on Employer Identification Number (EIN) under Starting a Business. You can get Forms W-7 and SS-4 from the IRS by visiting [IRS.gov](http://IRS.gov) or by calling 1-800-TAX-FORM (1-800-829-3676).

If you are asked to complete Form W-9 but do not have a TIN, 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 domestic 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, below, and items 4 and 5 on page 4 indicate 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 the "Name" line must sign. Exempt payees, see *Exempt Payee* on page 3.

**Signature requirements.** Complete the certification as indicated in items 1 through 3, below, and items 4 and 5 on page 4.

**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 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), 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)	The actual owner of the account or, if combined funds, the first individual on the account <sup>1</sup>
3. Custodian account of a minor (Uniform Gift to Minors Act)	The minor <sup>2</sup>
4. a. The usual revocable savings trust (grantor is also trustee) b. So-called trust account that is not a legal or valid trust under state law	The grantor-trustee <sup>1</sup> The actual owner <sup>1</sup>
5. Sole proprietorship or disregarded entity owned by an individual	The owner <sup>3</sup>
6. Grantor trust filing under Optional Form 1099 Filing Method 1 (see Regulation section 1.671-4(b)(2)(i)(A))	The grantor*
For this type of account:	Give name and EIN of:
7. Disregarded entity not owned by an individual	The owner
8. A valid trust, estate, or pension trust	Legal entity <sup>4</sup>
9. Corporation or LLC electing corporate status on Form 8832 or Form 2553	The corporation
10. Association, club, religious, charitable, educational, or other tax-exempt organization	The organization
11. Partnership or multi-member LLC	The partnership
12. A broker or registered nominee	The broker or nominee
13. 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
14. Grantor trust filing under the Form 1041 Filing Method or the Optional Form 1099 Filing Method 2 (see Regulation section 1.671-4(b)(2)(i)(B))	The trust

<sup>1</sup> 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.

<sup>2</sup> Circle the minor's name and furnish the minor's SSN.

<sup>3</sup> 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.

<sup>4</sup> 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* on page 1.

\*Note. 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, social security number (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 Publication 4535, Identity Theft Prevention and Victim Assistance.

Victims of identity theft who are experiencing economic harm or a system 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](mailto: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 at 1-800-366-4484. You can forward suspicious emails to the Federal Trade Commission at: [spam@uce.gov](mailto:spam@uce.gov) or contact them at [www.ftc.gov/idtheft](http://www.ftc.gov/idtheft) or 1-877-IDTHEFT (1-877-438-4338).

Visit [IRS.gov](http://IRS.gov) 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. 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.



# A Guide to the Housing Choice Voucher Program

For Owners and Property Mangers



# Welcome to the Weatherford Housing Authority



# Weatherford Housing Authority Staff

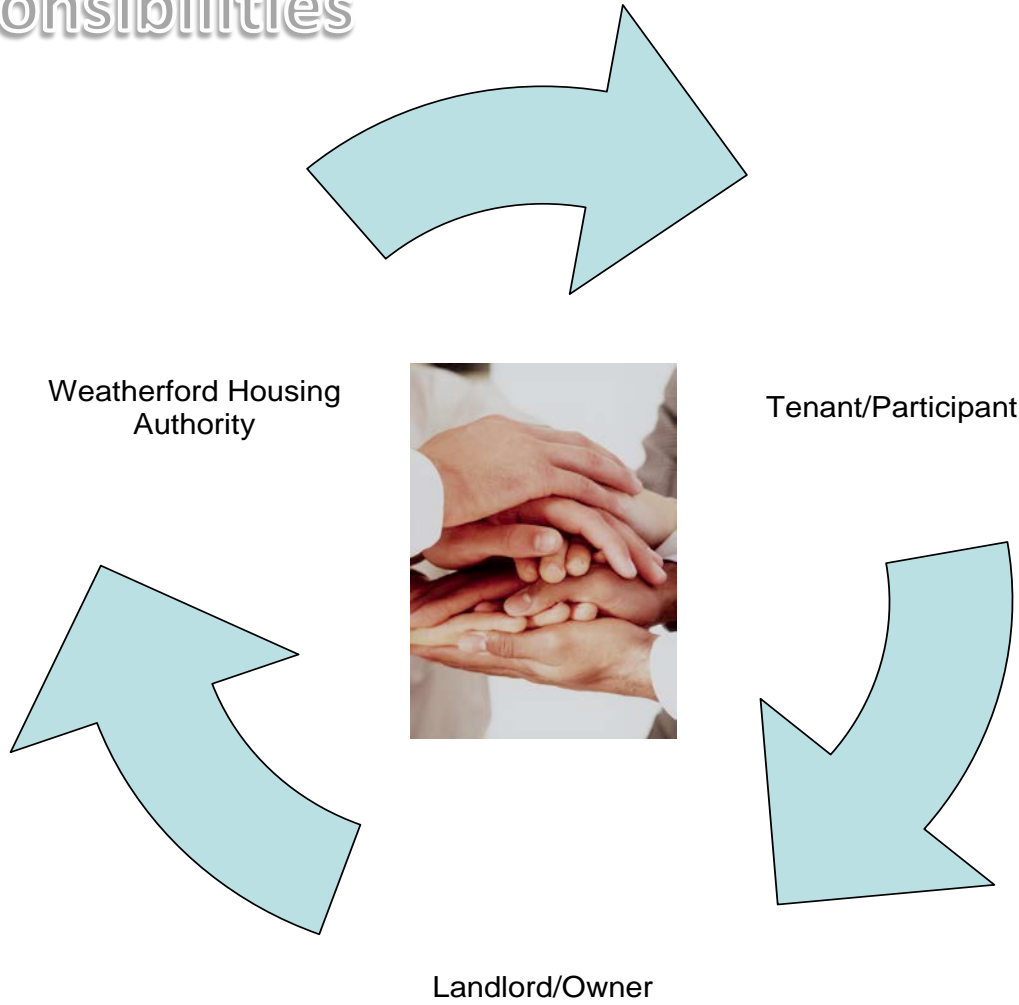
817-596-0300 office 817-594-8504 fax

- **Rosie Muciño** Executive Director  
Ext. 308
- Amanda Zapata Intake Specialist Ext. 300
- Mary Crocker Case Specialist Ext. 301
- Patricia Begay Case Specialist Ext. 302
- Andria Ramos Case Specialist EXT. 303
- **Mark Stafford** HQS Inspector Ext. 304

WHA will need proof of ownership of property from the Landlord  
Copy of Owner Social Security Card and Photo I.D.



# Responsibilities





# THE WEATHERFORD HOUSING AUTHORITY'S JOB IS.....

- ◆ Accepts applications to determine if eligible for the program.
- ◆ Explain the rules of the program to all family members
- ◆ Issue a voucher
- ◆ Approve the unit
- ◆ Make Housing Assistance Payments (HAP)
- ◆ Ensure both the unit and tenant continue to qualify under the program.
- ◆ Ensure that owners and families comply with program rules
- ◆ Provide everyone with prompt, professional service.



## The Family's Job is...

In order for the program to work, the family must do the following.

- Provide complete and accurate information
- Find a unit
- Attend all appointments
- Take care of the unit
- Report Maintenance
- Comply with the lease
- Comply with family obligations





# The Owner or Landlord's Job is...

- 📁 Screen families who apply . The WHA can supply you with current addresses.
- 📁 Consider a family's background regarding factors:
  - Paying rent & Utilities
  - Caring for the unit
  - Respecting others
  - Other Criminals activity
- 📁 Comply with Fair Housing Laws
- 📁 Maintain the unit by making repairs
- 📁 Comply with the terms of the HAP contract
- 📁 Collect rents due by the tenant
- 📁 Enforce the Lease
- 📁 Not be related to the Tenant CFR 982.306 (7) (d)



The HCV Program is a success to owners like you that have taken the time to learn the rules and recognized some of the benefits of becoming a participating landlord.

Many owners and property managers have come to appreciate the advantage of having a contract, monthly assistance payments as well as inspections. Keeping your property well maintained helps ensure both in its resale value and appeal to other tenants when the family moves

## HCV Program Owner Benefits





## Step One: Tenant Found

A potential tenant may come to you with a voucher and checklist in hand.

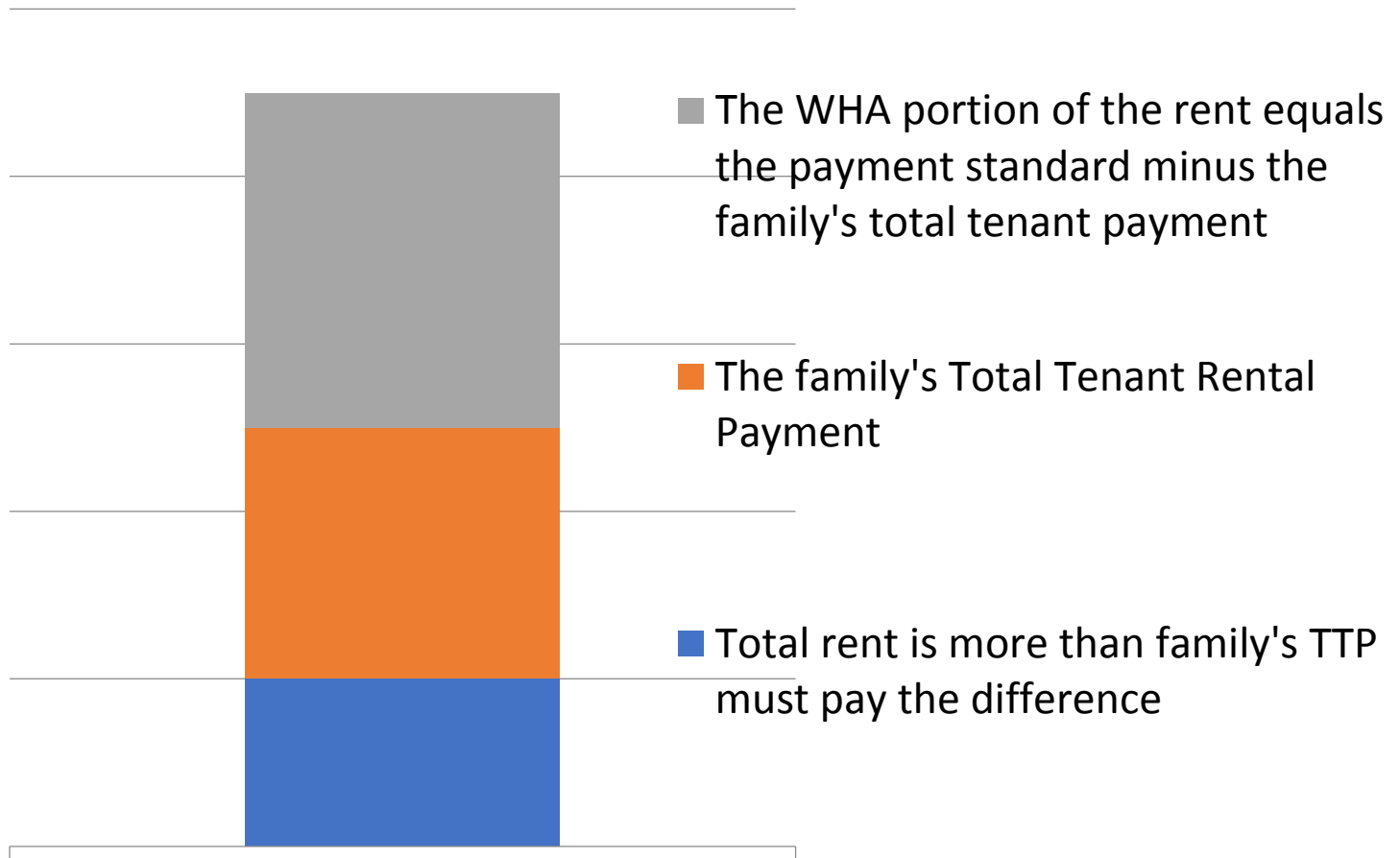
- The family is issued a Housing Choice Voucher.
- Request for Lease Approval Checklist.
- If you would like to list your available units, the WHA will give your name and general information about your rental





# Payment Standard

Set by the Weatherford Housing Authority, 90% to 110% of the Fair Market Rent (FMR)



Who Pays What in the Voucher Program



# Step Two: Tenant Approved by Owner

It is the Owner or Landlords responsibility to approve the family.

# TENANT APPROVED BY OWNER



## Review the Voucher

Check the expiration date on the voucher  
Check the unit size

## Screen the Family

Owners must apply the same standards of tenant selection to any family that applies, whether a participant or not.

## Security Deposits

You may collect a security deposit.

# Inspection Process

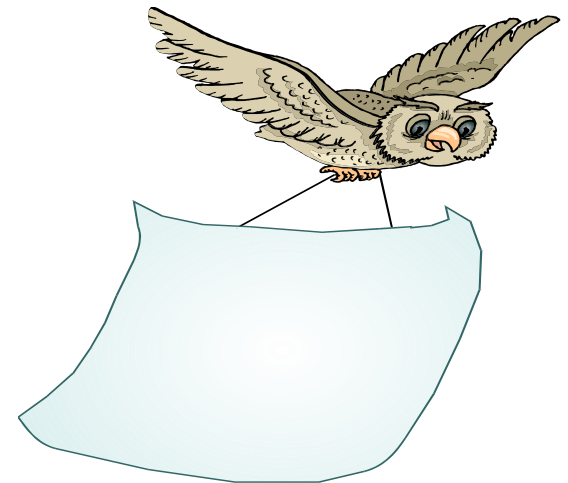


The WHA needs to determine if the unit qualifies , this includes the Housing Quality Standards (HQS) inspection.



## Meeting HQS

The WHA will notify you and your tenant of the date and time of the HQS Inspection. You or your representative should be there.



# Inspection Process

- **Preparing the Unit for Inspection**

- Try to correct any HQS violations
- Make sure the unit is “move-in ready”
- If the family is already in the unit, go over the checklist with them.

- **Participating in the Inspection**

- Written notice of date and time of the unit inspection
- Meet the HQS Inspector
- Learn more about HQS to prepare for other inspections

# Ratings

There are three ratings for the conditions verified by the HQS Inspector: pass, inconclusive, and fail.

- **PASS**

- The unit meets the minimum requirements.

- **INCONCLUSIVE**

- More information is needed to make a determination.

- **FAIL**

- The condition does not meet the requirements and must be brought up to standard before HCV participant can receive rental assistance on the unit.
- All fail items must be corrected and approved.

## Unit Areas Inspected and HQS Checklist



Eight areas must be reviewed for HQS compliance. The following area-by-area lists of the conditions that must be verified by the HQS inspector.



## LIVING ROOM

Is there a living room?



- Are there at least two working outlets?
- Is the room free from electrical hazards?
- Can the windows and doors open , close and lock?
- Are walls, ceilings, and floors in good condition and free of hazardous defects?

## KITCHEN

Is there a Kitchen?



- Are there at least one working outlet, and one permanently installed light fixture.
- Is the room free from electrical hazards.
- Can the windows and doors open , close and lock?
- Are walls, ceilings, and floors in good condition and free of hazardous defects?
- Is there a working refrigerator, oven and a stove?
- Is there a working sink with hot & cold water
- Is there space to prepare food?

## BATHROOM

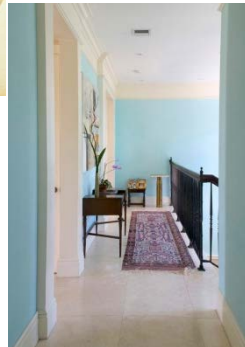
Is there a bathroom?



- Is there one permanently installed light fixture?
- Is the room free from electrical hazards?
- Can the windows and doors open , close and lock?
- Are walls, ceilings, and floors in good condition and free of hazardous defects?
- Is there a working toilet, private use for the tenant?
- Is there a working sink, tub or shower with hot and cold running water?
- Is there ventilation?

## OTHER ROOMS

Used for Living and Halls



- If the room is used as a bedroom, must have two working outlets or one outlet and one permanently installed light fixture?
- Is the room free from electrical hazards?
- If the room is a bedroom, must have at least one window?
- Are walls , ceilings, and floors free from hazards defects?
- Is there a working smoke detector on each level?
- Is there a smoke detector in the room?

## ALL SECONDARY ROOMS

Not used for living, such as a laundry room.



- Can the windows and doors that are accessible from the outside be locked?
- Are the rooms free from electrical hazards?
- Is there smoke detectors?

## BUILDING EXTERIOR

Is the foundation and exterior surfaces sound and free from hazards?

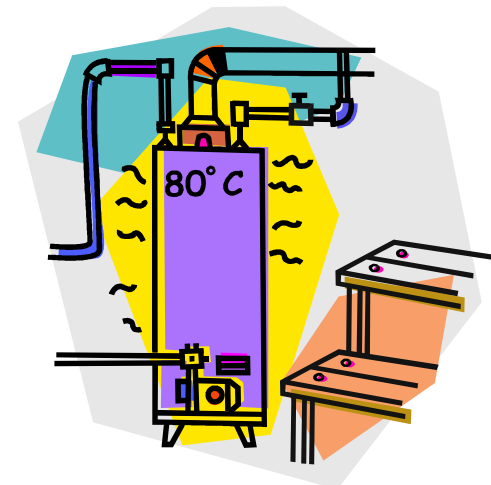
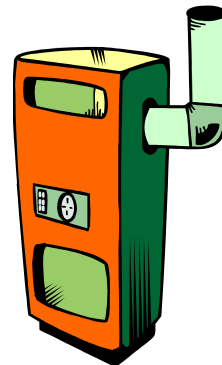


- Are exterior stairs, rails, and porches sound and free from hazards?
- Are the roof, gutters, and downspouts free from hazards?
- Conditions of Chimney?
- Manufactured Homes: Tie Downs, properly placed and tied down?
- Under pinning-Manufactured home.

# HEATING AND PLUMBING

Is the heating equipment capable of providing adequate heat (either directly or indirectly) to all rooms?

- Is the unit free of unvented fuel-burning space heaters and other unsafe heating conditions?
- Do the windows allow adequate ventilation and cooling by means of opening windows or a working cooling system?
- Is the water heater located, equipped, and installed in a safe manner?
- Is the unit served by public or private sanitary water supply?
- Is plumbing free from major leaks?
- Is plumbing connected to public or private disposal system, and free from sewer back-up?



# GENERAL HEALTH AND SAFETY

Access to the unit.



- Is there an acceptable fire exit?
- Evidence of Infestation?
- Garbage and Debris?
- Refuse Disposal?
- Interior Stairs and Common Halls?
- Other interior hazards? Insecure railings, loose or broken steps.
- Interior Air Quality?
- Site and Neighborhood Conditions?
- Are painted surfaces free of defective paint or adequately treated?



# Most Common Fail Conditions

- Smoke detectors not functional.
- Missing or cracked electrical outlet covers
- Tripping hazards caused by carpets, cords, or floor coverings
- Windows do not open close or lock
- Inoperable stove burners
- Bathroom fans not working or no ventilation in bathroom
- Leaking faucets or plumbing
- Making Repairs Promptly
  - If your unit does not pass the initial HQS inspection, you will be notified in writing of any items that failed and given a reasonable time to make repairs.
  - Until the unit passes inspection, the WHA is not responsible for any payments.
  - If the family moves in before the unit passes inspection the family is solely responsible for the monthly rent.

# Step Three: Tenancy & Unit Approved by WHA

The Request for Tenancy Addendum and the HUD-required Tenancy Addendum and the HAP Contract.



# Leasing Process

## Required Forms

- **Required Forms**
  - **Request for Tenancy Approval (RTA)** When the owner or landlord signs the RTA to the WHA , it will be reviewed to see if the rent can be approved.
  - **Tenancy Addendum** must be attached to the lease as this is HUD-required.
  - **The Lease** must include the following. Name of Owner and tenant, unit rented, term of lease at initial lease and provision for renewal terms, amount of rent to owner , utilities and appliances to be supplied by owner or tenant .
  - Lease dates begin on the first day of the term and ends on the first day of the month, initial term must be at least one year.

# HUD-Required Annual Activities

Recertification &  
HQS Inspections

# Annual Inspection of Units

- Each unit must be inspected by the WHA for HQS compliance at least once a year.
- The WHA will provide advance written notice to you and the family of the date and time of annual HQS inspection
- Inspection results will be a written notice. If the unit does not pass, reasonable time will be given to make repairs.
- The family is responsible for repairs of tenant caused damages
- The family is also responsible for the operation of tenant supplied appliances and the payment of utilities.

# Abatement of Payments

If repairs are not done within time?

# According to the HAP contract...

The owner is responsible for ensuring that the unit meets HQS during the entire term of the HAP contract.

At any time that it is determined the unit does not meet HQS, the WHA will notify you in writing and provide a reasonable time for repairs.

Abatement is when the WHA will stop payment until repairs are made, the family is still responsible for its share of the rent.

# HCV Program Rent Increases

The owner or Landlord may increase the rent.





# Rent Increases

- The rent may increase after the initial term of the lease, with a 60-day notice to the family and the WHA.
- The rent increase must be rent reasonable.
- Check with the WHA on policies regarding rent increases in the HCV Program
- Any increase cannot make the rent greater than that charged for comparable unassisted units.

# Family Obligations

To the Owner or Landlord, Utilities, Appliances, and Damages.



# Family Obligations....

**To the Owner or Landlord** are contained in the lease. Make sure you go over the tenant selection criteria, and review the lease agreement.

**Utilities** are the families responsibility, unless noted by the owner or landlord- all bills paid. The utilities must be kept in service, if it fails to do so, the unit will not meet HQS, the family will have 24 hours to reinstate service or could lose there housing assistance.

**Appliances** – the family is required to supply or maintain any appliances not provided by the owner ( such as stove or refrigerator).

**Damages**- The family is responsible for repairing and damages to the unit or premises beyond normal wear and tear, even if caused by guests of the family.

# Owner Obligations to the WHA

Common Owner Violations



- **Maintain the Unit**
  - The owner is responsible for the normal maintenance and upkeep of a unit. Repairs you are responsible for should be done in a timely manner.
- **Rent Reasonable**
  - The rent does not exceed the rent of comparable unassisted units in the premises.
- **Change of Ownership**
  - As a provision of the HAP contract, you may not assign the HAP contract to a new owner without the prior written consent of the WHA.

# Terminations

By the Family, the WHA or by the Owner.

- The family may terminate tenancy in accordance with the Lease and the tenancy addendum. The family must give the owner and the WHA notice of termination before moving from the unit.
- The owner must give the tenant a list of all items charged against the security deposit, and the amount of each item.
- If the security deposit is not sufficient to cover amounts the tenant owes under the lease, the owner may collect the balance from the tenant.

## Termination of Tenancy by the Family





- During the initial term and any extension term of the lease, the owner may terminate tenancy in accordance with the lease and HUD requirements only for.....

Termination of Tenancy  
by Owner







# Termination of the HAP Contract

Terminates automatically if the lease is terminated by the owner or the tenant.

# A Final Note

Information and Cooperation are two key ingredients.

# Successful Owners

- Carefully Screen Families
- Offer Decent, Safe, and Sanitary Units
- Prepare Units for HQS Inspections
- Collect Rent on Time
- Comply with HAP contract and Tenancy Addendum
- Enforce the Lease
- Make Prompt Repairs
- Maintain the quality of the Unit
- Work with the WHA to resolve problems

## WHA Landlord's Guide to HQS

In order to participate the Housing Assistance Payment Program, units must be safe, clean and free of conditions that might harm the occupants. The entire building and common areas are included in our inspection. This guide is to be used to help you decide if the house or apartment you own or manage is likely to meet program requirements, but it is **not exhaustive**.

1. Exterior doors must be lockable, weather tight and working.
2. Windows and doors that open for ventilation shall have appropriate screens. Check all windows for broken panes, missing locks, and windows that won't stay up without assistance. All windows must open, close, and lock properly.
3. Outside and inside walls, floors and ceiling must be free leaning, bulking and sagging appearance free of cracks, holes, loose siding, and should have a clean appearance.
4. Stairways (inside or out), walkways and porches must be free of loose or decayed boards and decking, with sound banisters or hand rails for all stairways consisting of four or more steps (landing counts as step).
5. In addition to the main entrance, there must be an alternative way to get out in case of fire or other emergency. There must be at least one working smoke detector or fire alarm on each level of the unit.
6. Water and sewer systems must meet public health department approval. If the tenant is to pay for water, she/he must have an individual meter; splitting of a water bill with another residence is not permitted.
7. The site must not show evidence of flooding, poor drainage, sewer hazard, trash or inoperable automobiles. The entire building must pass inspection on the outside.
8. Roof and fascia must be in good repair and free of any leaks or damages. All wood surfaces must be painted or stained. No peeling paint inside or out.
9. The entire electrical system must be free of hazards. Fuse box must be covered, no exposed wiring or empty spots. All electrical outlets must be grounded.
10. Each unit must have adequate heating facilities. No unvented gas heaters are permitted.
11. Gas water heaters must be vented and all water heaters shall have a pop-off valve.
12. The living, sleeping and kitchen areas should have a least (2) electrical outlets that work or one electrical outlet and one switch.
13. Each room used as a bedroom (other than in efficiencies) should have a window, closet, and door closing it off from the rest of the living area.
14. Each bathroom must have a working toilet, lavatory, shower or tub, ceiling or wall light fixture, window that opens or an exhaust fan.
15. The kitchen area must have a stove and refrigerator (or provisions for one if tenant is to supply their own), sink with proper plumbing, and adequate cabinet and shelf space for food storage and preparation. If there is a dishwasher or disposal in the unit, it must work or be removed and the void covered.
16. Housekeeping-your unit needs to be **clean** on the day of the inspection.
17. **All NEW MOVE-INS INSPECTIONS REQUIRE ALL UTILITIES BE ON BEFORE THE INSPECTION.**

This list will help your unit to pass your inspection. If you have any questions, please call 817-596-0300 ext 304

**WHA HQS INSPECTION DEPARTMENT**