

LANDLORD TRANSFER OF OWNERSHIP

Date: _____

This will serve to advise the Fall River Housing Authority that I, _____
(Name)

am the new owner of the property/properties located at the following address:

_____ (Street)

_____ (City, State, Zip Code)

The above property/properties were transferred into my name effective _____
(Date)

All Housing Assistance Payments (HAP) should be forwarded to me as the new owner. I agree to be bound by and comply with the HAP contract that is in place for the tenant/tenants that reside in this property and any changes I would like to make to these documents will necessitate a new lease and HAP contract to be completed.

Signed: _____ Date: _____
(New landlord signature)

Address: _____

City, State, Zip Code: _____

Social Security Number: _____

Phone #: _____

Name of previous landlord: _____

cc: landlord file & tenant file

TRANSFER OF RENT MONIES

I, _____, NEW OWNER OF

(PROPERTY ADDRESS) _____, HEREBY STATE THAT BY

SIGNING BELOW I AM INFORMING THE FALL RIVER HOUSING AUTHORITY THAT UPON

CLOSING ON THE ABOVE PROPERTY STATE THAT I RECEIVED \$ _____

FROM _____ (FORMER OWNER) RENT OWED ME FOR THE

DATES LISTED BELOW:

FROM _____ TO _____

I ALSO UNDERSTAND THAT THIS IS IMPORTANT INFORMATION THAT I AM SUPPLYING

TO YOU AS IT WILL EFFECT MY 1099 FORMS THAT ARE PROCESSED BY THE FALL RIVER

HOUSING AUTHORITY FOR TAX PURPOSES.

SIGNED: _____

DATE: _____

Request for Taxpayer Identification Number and Certification

**Give form to the
 requester. Do NOT
 send to the IRS.**

Please print or type	Name (If a joint account or you changed your name, see Specific Instructions on page 2.)	
	Business name, if different from above. (See Specific Instructions on page 2.)	
	Check appropriate box: <input type="checkbox"/> Individual/Sole proprietor <input type="checkbox"/> Corporation <input type="checkbox"/> Partnership <input type="checkbox"/> Other ▶	
	Address (number, street, and apt. or suite no.)	Requester's name and address (optional)
	City, state, and ZIP code	

Part I Taxpayer Identification Number (TIN)

Enter your TIN in the appropriate box. For individuals, this is your social security number (SSN). However, if you are a resident alien OR a sole proprietor, see the instructions on page 2. 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 2.

Note: If the account is in more than one name, see the chart on page 2 for guidelines on whose number to enter.

Social security number <table style="width: 100%; border-collapse: collapse;"> <tr> <td style="border: 1px solid black; width: 20px; height: 20px;"></td> <td style="border: 1px solid black; width: 20px; height: 20px;"></td> <td style="border: 1px solid black; width: 20px; height: 20px;"></td> <td style="border: 1px solid black; width: 20px; height: 20px;"></td> <td style="border: 1px solid black; width: 20px; height: 20px;"></td> <td style="border: 1px solid black; width: 20px; height: 20px;"></td> <td style="border: 1px solid black; width: 20px; height: 20px;"></td> <td style="border: 1px solid black; width: 20px; height: 20px;"></td> <td style="border: 1px solid black; width: 20px; height: 20px;"></td> <td style="border: 1px solid black; width: 20px; height: 20px;"></td> <td style="border: 1px solid black; width: 20px; height: 20px;"></td> <td style="border: 1px solid black; width: 20px; height: 20px;"></td> </tr> </table>													OR Employer identification number <table style="width: 100%; border-collapse: collapse;"> <tr> <td style="border: 1px solid black; width: 20px; height: 20px;"></td> <td style="border: 1px solid black; width: 20px; height: 20px;"></td> <td style="border: 1px solid black; width: 20px; height: 20px;"></td> <td style="border: 1px solid black; width: 20px; height: 20px;"></td> <td style="border: 1px solid black; width: 20px; height: 20px;"></td> <td style="border: 1px solid black; width: 20px; height: 20px;"></td> <td style="border: 1px solid black; width: 20px; height: 20px;"></td> <td style="border: 1px solid black; width: 20px; height: 20px;"></td> <td style="border: 1px solid black; width: 20px; height: 20px;"></td> <td style="border: 1px solid black; width: 20px; height: 20px;"></td> <td style="border: 1px solid black; width: 20px; height: 20px;"></td> <td style="border: 1px solid black; width: 20px; height: 20px;"></td> </tr> </table>												

List account number(s) here (optional)

Part II For Payees Exempt From Backup Withholding (See the instructions on page 2.)

Part III Certification

Under penalties of perjury, I certify that:

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

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 2.)

Sign Here	Signature ▶	Date ▶
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Purpose of form. A person who is required to file an information return with the IRS must get 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, if you are a U.S. person (including a resident alien), to give your correct TIN to the person requesting it (the requester) and, when applicable, to:

- Certify the TIN you are giving is correct (or you are waiting for a number to be issued),
- Certify you are not subject to backup withholding, or
- Claim exemption from backup withholding if you are an exempt payee.

If you are a foreign person, IRS **prefers** you use a Form W-8 (certificate of foreign status). After December 31, 2000, foreign persons **must** use an appropriate Form W-8.

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.

What is backup withholding? Persons making certain payments to you must withhold and pay to the IRS 31% of such payments under certain conditions. This is called "backup withholding." Payments that may be subject to backup withholding include 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.

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 not be subject to backup withholding. Payments you receive **will** be subject to backup withholding if:

- You do not furnish your TIN to the requester, or
- You do not certify your TIN when required (see the Part III instructions on page 2 for details), or
- The IRS tells the requester that you furnished an incorrect TIN, or
- 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

- You do not certify to the requester that you are not subject to backup withholding under 3 above (for reportable interest and dividend accounts opened after 1983 only).

Certain payees and payments are exempt from backup withholding. See the Part II instructions and the separate **Instructions for the Requester of Form W-9.**

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.

LANDLORD NAME: _____

LANDLORD ADDRESS: _____

LANDLORD TELEPHONE #: _____

SOCIAL SECURITY # or TAX IDENTIFICATION #: _____

CONTACT NAME: _____

CONTACT TELEPHONE #: _____

PROPERTY ADDRESS: _____

YEAR BUILT: _____

TYPE OF BUILDING (Please check only one):

- ~~SINGLE FAMILY DETACHED (Single family home)~~
- ROWHOUSE/TOWNHOUSE (Single family attached)
- SEMI-DETACHED (Duplexes, Three-plexus, and Four plexus)
- LOW RISE (Multifamily apt. buildings of 5 or more units with 4 or less stories or 5 to 6 story buildings without an elevator)
- MANUFACTURED HOME (Transportable structure in 1 or more sections)

Please return this form at your earliest convenience to:

Fall River Housing Authority, 180 Morgan Street, Fall River, MA 02722.

LANDLORD INFORMATION

NAME OF LANDLORD	
(AS IT APPEARS ON YOUR HOUSING CHECK)	
SOCIAL SECURITY # OR TAX I.D.	
STREET ADDRESS	
CITY	
STATE, ZIP CODE	
TELEPHONE #	
E-MAIL ADDRESS	

BANK INFORMATION

BANK NAME	
BANK ADDRESS	
CITY, STATE, ZIP	
IS THIS A CHECKING OR SAVINGS ACCOUNT	
ACCOUNT NUMBER	
ROUTING NUMBER	

FORM IS NEEDED FOR EACH **SEPARATE/INDIVIDUAL CHECK** YOU RECEIVE.
PLEASE MAKE COPIES OR ADDITIONAL FORMS MAY BE PICKED UP AT 180 MORGAN ST.
IN FALL RIVER, MA.

A SEPARATE FORM IS NOT NEEDED IF YOU ONLY RECEIVE ONE CHECK EVERY MONTH
FOR ALL YOUR TENANTS.

******* PLEASE SUBMIT A VOIDED CHECK ~~ON THE CHECK~~ FOR ABOVE
ACCOUNT WHEN RETURNING YOUR PAPERWORK IN THE ENCLOSED POSTAGE
PAID ENVELOPE. THANK YOU!!!!**

*FAX BACK TO
508-675-3435*

FALL RIVER HOUSING AUTHORITY

**85 MORGAN STREET
P.O. BOX 989
FALL RIVER, MASSACHUSETTS 02722**

DANIEL P. MCDONALD
INTERIM EXECUTIVE DIRECTOR
DEPUTY EXECUTIVE DIRECTOR OF
OPERATIONS AND TECHNOLOGY

TELEPHONE (508) 675-3500
FAX (508) 677-1346
SECTION 8 FAX (508) 675-3435

Date: March 13, 2013
From: Deborah Saba, Housing Assistance Coordinator
To: ALL LANDLORDS
Re: E-Mails & Updated Information

It is extremely important that the Housing Authority be kept up to date with pertinent information regarding all our landlords. With this in mind, it is imperative to fill out the following information ASAP. If there are any changes in your information it is just as important to keep us updated at all times.

We are also requiring all our landlords to supply us with a current e-mail address. If you do not have an e-mail address, it is important to acquire one. It is the Housing Authorities intentions to communicate using e-mail for all future correspondences.

PLEASE PRINT CLEARLY:

NAME: _____

ADDRESS: _____

TELEPHONE # _____

(Between the hours of 9:00 am – 4:00 pm)

ALTERNATE TELEPHONE #: _____

E-MAIL ADDRESS: _____

If you **cannot** acquire an e-mail address, please check here: _____

Please complete this form and return to us by **March 31, 2013**. Failure to complete this form in its entirety will result in a delay in processing your HAP payment.

You may also e-mail this completed form to kerry@fallriverha.org by March 31, 2013.