

INFORMATION FOR FALL RIVER HOUSING AUTHORITY PARTICIPATING LANDLORDS

PLEASE READ THE FOLLOWING IN ITS ENTIRETY TO FAMILIARIZE YOURSELF WITH OUR PROGRAM

1. The Fall River Housing Authority has up to five (5) business days to deposit funds into the account on file with our office. It is your responsibility as the landlord to keep the office update on any banking information changes.
2. It can take up to two (2) weeks to get a unit inspected after receipt of all required paperwork. It's the landlord's responsibility to not allow the tenant to move in prior to their appointment with their Fall River Housing Authority Clerk. Once the apartment has passed inspection, the clerk assigned to the tenant will receive a phone call from their worker and give them an appointment to come in and have their share of the rent calculated. Once that is complete the landlord will be notified that their signature is needed for the Housing Assisting Program Contract (HAP).
3. Should your tenant vacate the premises, it is up to you whether or not you would like to rent to another Section-8 tenant or rent the unit privately.
4. You can evict a Section-8 tenant as you would a private tenant.
5. Inspections of the apartment are done on a biennial basis (besides "special" inspections at the tenant's request for issues in the unit). *It is crucial that violations are corrected within the time frame. If violations are not corrected by the deadline, payment will be abated and you will not recoup those funds. It is illegal to charge a tenant for any abated rent the Housing Authority does not pay due to a failed inspection.
6. If for any reason you should have to send a notice to the tenant please forward a copy of that notice to the Fall River Housing Authority Leased Housing Office as well. You as the landlord have a lease with the tenant, we as the Fall River Housing Authority have a Housing Assistant Payment Contract (HAP) with you. Tenants have rules and regulations to abide by while being on our program. If tenants are violating the rules, it could be grounds for termination. If you see fraud being committed please contact our Fraud Department.
7. Rent Increases can be requested yearly so long as there is an appropriate provision in the lease between you and the tenant. As long as the rent is "reasonable" you will receive the increase. We have forms at the office that you need to fill out and it must be submitted Sixty (60) days prior to when you want the increase to be in effect. *Please be advised reasonability is determined by comparable units in the area, amenities, square footage, whether utilities are included, etc...
8. PLEASE NOTE: Posted Fair Market Rent's (FMR's) are NOT absolute. Acceptable rents are subject to each individual tenant's income as well as a market analysis performed on the specific unit.
9. Utilities cannot be changed until the tenant's lease is up for renewal. We also have a form that needs to be filled out and signed by both parties prior to submission. A new lease is also required to reflect the change.
10. Always screen your tenant well when choosing a new tenant for your unit. We advise landlords to run credit checks, call Housing Court for evictions, and contact present and prior landlords.
11. If you have purchased a property from an existing Section-8 landlord please be advised it is their responsibility to provide you with the lease and the HAP Contract. Please come to our office to fill out a Transfer of Ownership and other new landlord paperwork. WE WILL NEED PROOF OF OWNERSHIP. PLEASE SUPPLY US WITH A COPY OF THE DEED, WATER BILL, TAXES OR SETTLEMENT STATEMENT.

12. If the building was built prior to 1978 and there are children 5 years of age and under you will need to provide the Fall River Housing Authority with a lead certificate upon return with the Request for Tenancy Approval (RTA) Packet. Should someone in the household become pregnant, adopt a child, or gain custody of a child 5 years of age and under we will require that you provide the Fall River Housing Authority with a lead certificate.
13. The lease must be for one year on the first year of occupancy.
14. The landlord cannot be immediate family of the tenant.
15. Tenant cannot pay more rent to the landlord (you) than the agreed upon amounts given by the Fall River Housing Authority. The tenant's rent is based on their income as well as HUD regulations. It is illegal for them to pay extra as a tenant on this program and illegal for you as a landlord to accept or expect any extra payment. It is against federal government rules and regulations and both parties could be terminated from the program.
16. Should your tenant decide to move they must notify you and we then issue them a voucher to move. You will be notified when their voucher will be going into effect. They have 120 days from the date of issuance and can request an additional 60 days if needed. So long as they remain in your apartment the Fall River Housing Authority will continue to pay you the HAP payment each month until they vacate the unit. Once your tenant receives their voucher they also receive a Key Form which is to be signed and dated by you the day you receive the keys. We encourage all landlords to meet the tenant (or someone on your behalf if you are unable to do so) to make sure all of their belongings are removed from the apartment. The day you sign and date the Key Receipt Form will be the last day of payment from the Fall River Housing Authority.
17. If you are aware that the tenant has vacated the unit you must notify the Fall River Housing Authority. If a tenant should pass away and is the sole member of the household then you are only entitled to payment for that month. Should a tenant pass away the last day of the month regardless of furniture and belongings in the unit, per HUD regulation, payment stops that day.
18. Should you terminate the lease with your tenant the HAP Contract terminates as well and you will no longer receive HAP payments from the Fall River Housing Authority.

Should you have any questions or concerns regarding any of the above, please feel free to contact our office at 508-675-3595. Thank you for your participation with the Fall River Housing Authority's Section-8 Housing Choice Voucher Program (HCVP).

LANDLORD NAME: _____

LANDLORD ADDRESS: _____

TELEPHONE # _____ - _____ - _____

SS# OR TAX ID # _____ - _____ - _____

CONTACT NAME: _____

TELEPHONE # _____ - _____ - _____

PROPERTY ADDRESS: _____

YEAR PROPERTY WAS BUILT: _____

TYPE OF BUILDING (please check one):

- SINGLE FAMILY DETACHED (Single family home)
- ROWHOUSE/TOWNHOUSE (Single family attached)
- SEMI-DETACHED (Duplexes, Three-plexus and Four plexus)
- LOWRISE (Multi-family 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)

FALL RIVER HOUSING AUTHORITY GENERAL OVERVIEW FOR OWNERS SECTION 8 HOUSING CHOICE VOUCHER PROGRAM

The success of the Section 8 Program depends on the Fall River Housing Authority being able to contract with property managers and owners who have rental units. Participation in the program is voluntary; and many low-income families in our community rely on owners like you who are willing to participate in the program. In most communities, there is a shortage of affordable housing. The subsidy that comes with the Section-8 Housing Choice Voucher Program helps families to rent in a variety of neighborhoods. Participants include, elderly and disabled persons as well as working families who do not earn enough money to keep up with the rising costs of the rental market.

The Fall River Housing Authority will provide guidance to the families and owners participating in the Section 8 Program. We will make every effort to make the program easy to understand. Do not hesitate to contact us if you have any questions.

As the landlord, it is your responsibility to screen the families. The Housing Authority does a Criminal Record check, but we do not determine if the family will be a good renter, that is your job. You must comply with fair housing laws. You must maintain the unit by making necessary repairs as they arise. You must comply with the forms of the Housing Authority Assistance Payment Contracts. You must collect the rent due by the tenant and enforce the lease as you would with a tenant who does not receive rental assistance.

The Housing Authority will approve the apartment and the lease. We will prepare a Housing Assistance Payment Contract that you will sign with the Fall River Housing Authority and we will make the Housing Assistance Payments to you in a timely fashion (by the 5th working day of each month).

The family is responsible to comply with the terms of their lease with you. It is their responsibility to care for their apartment. The family must comply with their Family Obligations listed on their Housing Choice Voucher in order to keep their housing subsidy. You may collect a security deposit from the family; you must comply with the Massachusetts security deposit law (see attachment).

Even though the Housing Authority has determined a family eligible for the program, you must approve the family for the apartment. We know you have approved the family when the Request for Tenancy Approval has been completed and returned to the Housing Authority. Once we have received the Request for Tenancy Approval, we WILL contact you to set up an appointment to conduct an inspection of the apartment. If the apartment does not pass our Housing Quality Standards Inspection, we will give you a list of the necessary repairs and a re-inspection date will be given to you. Once the unit passes inspection and the lease meets the program requirements, we will enter into a Housing Assistance Payment Contract with you as the landlord. The family will enter into the lease agreement with you. If you do

not have your own lease, we can supply you with a sample lease. The Housing Authority will attach the HUD lease addendum to the lease. After the HAP Contract and leases are signed, the Housing Authority will make its initial HAP payment to you, we will continue to make monthly payments to you as long as the family continues to remain on the Section-8 Program and the unit passes its annual HQS Inspection.

After the first term of the lease, you may increase the rent with a 60 day written notice to the family and the Housing Authority (there are rent increase forms in our office that can be picked up or mailed to you). The family is obligated to pay the rent on time and to take care of the unit, make sure you go over the lease agreement with the family very carefully. Generally, the owner is required to make repairs and provide routine maintenance, the family, however, is responsible to keep all utilities in service for which they are responsible, they are required to supply and maintain any appliances that are not provided by you such as refrigerator, washer and dryer or an air-conditioner. The family is responsible for damages to the unit and premises beyond normal wear and tear, if the family does not live-up to these obligations their assistance may be terminated.

In regards to contract termination, the HAP Contract is a contract between you and the Housing Authority. It runs concurrently with the lease, and it terminates automatically when the lease terminates. A HAP contract may also end when a family's income increases to a point where a HAP Payment is no longer necessary. The family may terminate tenancy after the first term of the lease. After that, the family must give the owner and the Housing Authority notice of termination of tenancy in accordance with the lease prior to moving out (usually in 30 days).

During the term of the lease, the owner may terminate tenancy for serious and repeated violations of the terms of the lease, violations of Federal, State or Local Law, or other good cause. Other good cause may be the owner needs the unit for personal or family use or if the owner sells the property.

Many owners have come to value the Section-8 Program. They appreciate the advantages of having a contracted monthly assistance payment where they know they will receive the Housing Authority Payment promptly each month. They also like the fact that the Housing Authority Inspects the property annually, keeping your property consistently maintained makes it easier to lease up again when the tenant moves out, and keeps up the resale value of the property.

Request for Taxpayer Identification Number and Certification

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

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

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

Part I Taxpayer Identification Number (TIN)

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

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

Social security number										
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Part II Certification

Under penalties of perjury, I certify that:

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

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

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

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

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

Purpose of Form

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

- Form 1099-INT (interest earned or paid)

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

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

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

FALL RIVER HOUSING AUTHORITY
P.O. BOX 989

1197 Robeson Street

FALL RIVER, MASSACHUSETTS 02722

TELEPHONE (508) 675-3595

LEASED HOUSING FAX (508) 675-3435

To All Landlords:

The following information is what you will need to access and view your payment history (the name of tenant and the amount we are paying you for that tenant each month).

Please make sure we have your updated E-mail address on file. You will receive an E-mail notification that your data has been posted to the website (which is www.pal.hmsforweb.com). It will state "Hello, your monthly statement is ready for you. **Please note that it can take up to 48 hours for your bank to process your direct deposit and be reflected in your bank account.**

If you have any further questions regarding this matter please call Marie Afonso at 508-675-3516 (Assistant Director of Leased Housing).

Sincerely,

Kerry Farias

Director of Leased Housing

Fall River Housing Authority

Section-8 Department

FALL RIVER HOUSING AUTHORITY
LEASED HOUSING DEPARTMENT
P.O.BOX 989
FALL RIVER, MA 02722
TELEPHONE (508) 675-3595
FAX (508) 675-3435

LANDLORD NAME: _____

NEW BANK INFORMATION

BANK NAME	
BANK ADDRESS	
CITY	
STATE AND ZIP CODE	
<input type="radio"/> CHECKING OR <input type="radio"/> SAVINGS	ROUTING # ACCOUNT #

PLEASE SUBMIT A BLANK VOIDED CHECK FOR ABOVE ACCOUNT WHEN RETURNING YOUR PAPERWORK.

OLD BANK INFORMATION

BANK NAME	
Checking # Or Savings #	
YOUR SIGNATURE HERE**	