

## Requirements for Participating HCVP Landlords Effective October 2, 2008

**All new/current landlords are required to submit the following documents before they can enter or continue participation in the Housing Choice Voucher Program:**

1. Proof of Ownership: copy of a deed, sale, closing documents, HUD form, tax statement;  
**no print outs will be accepted**
2. W-9 form
3. Contact telephone numbers
4. Management Agreement if property is assigned to a Management Company.
5. Lead base paint disclosure form
6. Picture I.D. (individual owners)
7. Proof of Corporation or incorporated
8. Social Security Card or Tax I.D. (IRS letter)
9. Copy of an unsigned lease that will be issued to a participant

**If a Landlord has a change of address they Must provide:**

1. Written request with previous address and new address listed
2. Picture I.D. (individual owner)

**If a Landlord sells or changes management companies, the following is required:**

1. Written notification
2. Proof of sale (deed, sale or closing documents)
3. New W-9 form
4. Picture I.D.
5. Proof of corporation or incorporated
6. Social Security card or tax I.D. (IRS letter)
7. Contact telephone number
8. New management agreement contract if new property will be assigned
9. Notification letter to program participants informing them of the change, whether or not the new owner will honor the current lease and HAP contract, and the address to where the rental payments should be sent.
10. A new contract with the remaining dates of the contract and notate the landlord and participant's file to reflect the change
11. Copy of an unsigned lease