

**Requirements for Participating HCVP Landlords**  
**Effective October 1, 2006**

A. All **new/current landlords** are required to submit the following documents before they can enter or continue participation in the HCVP as a participating landlord:

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

B. If a landlord has a **change of address** they must provide:

1. Written Request with previous address (old) and new address listed
2. Picture ID (individual owner)

C. If a landlord **sales or changes management companies** the following is required:

1. Written notification
2. Proof of Sale (deed, sale or closing contracts)
3. New W-9 Form
4. Picture ID
5. Proof of Corporation or Incorporated
6. Social Security Card or Tax ID (IRS LETTER)
7. Contact Telephone Numbers
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 file to reflect the change
11. Copy of an unsigned lease

**(SEE REVERSE FOR FURTHER INSTRUCTIONS)**

D. If a landlord dies or becomes incapacitated the following is required

1. Written notification
2. Death Certificate
3. Power of Attorney
4. Executor of Estate Documentation
5. Letter from Probate Attorney
6. New W-9 Form
7. Picture ID
8. Proof of Corporation or Incorporated
9. Social Security Card or Tax ID (IRS LETTER)
10. Contact Telephone Numbers
11. New management agreement contract if new property will be assigned
12. 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.
13. A new contract with the remaining dates of the contract and notate the landlord and participant file to reflect the change
14. Copy of an unsigned lease if a new lease will be issued at lease renewal

RICHMOND REDEVELOPMENT & HOUSING AUTHORITY  
HOUSING CHOICE VOUCHER PROGRAM  
918 CHAMBERLAYNE PARKWAY  
RICHMOND, VIRGINIA 23220  
(PHONE) 804-780-4361                      (FAX) 804-644-1445

**PROPERTY INFORMATION SHEET  
FOR PROSPECTIVE LANDLORDS**

PROPERTY ADDRESS: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

HANDICAPPED ACCESSIBLE: \_\_\_\_\_  
(i.e.: ramps, railings, etc.)

NUMBER OF BEDROOMS: \_\_\_\_\_

NUMBER OF BATHROOMS: \_\_\_\_\_

ADDITIONAL AMENTIES:  
\_\_\_\_\_  
\_\_\_\_\_

CONTACT PERSON: \_\_\_\_\_

CONTACT ADDRESS: \_\_\_\_\_  
\_\_\_\_\_

CONTACT TELEPHONE: \_\_\_\_\_

(FOR HOUSING CHOICE VOUCHER OFFICE ONLY)

LANDLORD/OWNER: \_\_\_\_\_

OWNER'S ADDRESS \_\_\_\_\_  
\_\_\_\_\_

OWNER'S PHONE: \_\_\_\_\_

***\*Please call 780-4361 to inform this office if you decide to terminate your participation with this program.***

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