



NEW OWNER/MANAGEMENT AGREEMENT INFORMATION

Changes in owner/management of Housing Choice Voucher (HCV) properties should be reported to GHA immediately. Please carefully read the information below and provide the required documents to the GHA Finance Department as soon as possible.

Required documents include:

- Proof of ownership:
 - final settlement statement with signatures of the title company, buyer and seller;
 - recorded deed; or
 - recorded contract of sale.
- Completed **HCV New Owner Setup Request**
- Completed **W-9**
- If the owner is an individual, a legible copy of the social security card
- If the owner is a company or corporation, a copy of the Internal Revenue Service (IRS) letter issuing the EIN
- Copy of a state-issued picture driver's license or identification card
- **Authorization for Direct Deposit of HAP or UAP Check** and a copy of a cancelled check or bank account information to authorize direct deposit of HAP payments. GHA does not issue paper checks.
- **Owner/Landlord/Management Personnel Responsibilities & Code of Conduct Obligations** signed
- Management agreement – If the payee listed on the W-9 is a party other than the owner

GHA will execute the **Housing Assistance Payment (HAP) Contract** for you to review and sign. The signed **HAP Contract** may be returned to GHA by email, USPS or expedited mail service. A fax copy of the signed contract is not acceptable.

Once all of the required documents and signed **HAP Contract** are received, GHA will deposit the HAP payments to the new owner/management's requested bank account.

Please note the following important information and requirements:

- You are required to enforce the current lease between the previous owner/manager and the HCV resident/head of household (resident). The previous owner should provide you with a copy of the lease.
- Upon the acquisition of the unit:
 - **You cannot request the resident to move if there is a lease in place** (unless there is a court-awarded judgment). You will be required to wait until the end of the current lease to give the resident and GHA the notice to vacate. The lease will document the number of days to give written notice to the resident. GHA *requests* a 60-day written notice processing and to give the resident an opportunity to find affordable housing.
 - If there is no lease in place, you are required to give the resident and GHA 60-day written notice to vacate for processing and to give the resident an opportunity to find affordable housing.
- You cannot request a rent adjustment until 60 days prior to the end/final day of the current lease.
- You can request a rent adjustment only once a year during the resident's annual recertification process.
- You are required to give the resident a **written** 60-day notice of intent to request a rent adjustment.
- You are required to give the resident and GHA 60-day notice if the appliances and utilities listed in the lease and **HAP Contract** change responsibility or assignment.
- The owner must provide GHA a copy of any repetitive lease violations, non-payment of rent, unauthorized occupants, etc. GHA does not enforce the lease between you and the resident.
- The owner must provide GHA a copy of any eviction filed in the **Galveston County Courts** and a copy of the court-awarded judgment.
- The owner must notified GHA in writing the intent to sale/transfer the property to a new owner/ manager.

If you need additional information or have any questions, please contact
Ashland Ray at pr@ghatx.org or (409) 765-1996.

HCV/PBV New Owner Set-UP

Owner Information

SSN or Tax ID _____

Owner/Company Name _____

Contact Person _____

DBA, if applicable _____

Street Address _____

Apt. or Suite Number _____

City _____

State _____

Zip Code _____

Phone Number _____

Phone Number _____

Email - required _____

Property Address _____

Managing Agent

SSN or Tax ID _____

Owner/Company Name _____

Contact Person _____

DBA, if applicable _____

Street Address _____

Apt. or Suite Number _____

City _____

State _____

Zip Code _____

Phone Number _____

Phone Number _____

Email - required _____

Payee Agent for HAP

SSN or Tax ID _____

Owner/Company Name _____

Contact Person _____

DBA, if applicable _____

Street Address _____

Apt. or Suite Number _____

City _____

State _____

Zip Code _____

Phone Number _____

Phone Number _____

Email - required _____

You are required to provide the following before GHA will process any HAP deposits:

- Proof of Ownership: final statement with signatures of the title company, buyer and seller, recorded deed or recorded contract of sale
- Completed W-9. GHA will mail the annual 1099-Miscellaneous Income Statement for the previous year by January 31.
- Social Security Card copy if the owner is an individual
- IRS letter copy when the EIN was issued for a company or corporation
- Management agreement if the payee listed on the W-9 is a party other than the owner
- Completed *Authorization for Direct Deposit of HAP or UAP Check and a canceled check*
- Signed *Owner/Landlord/Management Personnel Responsibilities & Code of Conduct Obligations*

The initial HAP deposit will not be processed until GHA receives the initial signed HAP Contract and all required financial documents.

You are required to immediately notify GHA in writing of any intent to sell, sale or change in management of any unit occupied by a GHA resident.

Failure to adhere to HUD and/or GHA policies and procedures and the *Owner/Landlord/Management Personnel Responsibilities & Code of Conduct Obligations* may result in your/your company being removed from the program.

Submitted by _____ Date _____

Approved by _____ Date _____

Process by _____ Date _____

Request for Taxpayer Identification Number and Certification

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

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

Note. If the account is in more than one name, see the instructions for line 1 and the chart on page 4 for guidelines on whose number to enter.

Social security number					
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	-		-		
or					
Employer identification number					
<table style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 25%; border: 1px solid black; height: 20px;"></td> <td style="width: 5%; text-align: center;">-</td> <td style="width: 70%; border: 1px solid black; height: 20px;"></td> </tr> </table>		-			
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Part II 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; and
- I am a U.S. citizen or other U.S. person (defined below); and
- 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 on page 3.

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. Information about developments affecting Form W-9 (such as legislation enacted after we release it) is at www.irs.gov/fw9.

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?* on page 2.

By signing the filled-out form, you:

- Certify that the TIN you are giving is correct (or you are waiting for a number to be issued),
- Certify that you are not subject to backup withholding, or
- 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, and
- Certify that FATCA code(s) entered on this form (if any) indicating that you are exempt from the FATCA reporting, is correct. See *What is FATCA reporting?* on page 2 for further information.

GALVESTON HOUSING AUTHORITY
AUTHORIZATION FOR DIRECT DEPOSIT OF HAP OR UAP CHECK

I authorize the **GALVESTON HOUSING AUTHORITY** to remit my Housing Assistance Payment Check (HAP) or Utility Assistance Payment (UAP) to my account at the financial institution indicated below. I further authorize the **GALVESTON HOUSING AUTHORITY** to initiate a withdrawal if an overpayment is made in error; and adjustments or correct errors before the direct deposit is made.

Start direct deposit Change my account Stop direct deposit

Name of the Bank or Financial Institution _____

Branch _____

Address _____

City _____ State _____ Zip Code _____

Checking Account Savings Account

Account Number _____ Routing (ABA) Number _____

This authorization remains effective until revoked in writing or until client separates from the program.

Please confirm your bank's routing number with your bank and attach a voided check.

Name _____ Tax ID or SSN _____

Company or Business Name _____

Address _____

City _____ State _____ Zip Code _____

Telephone Number (____) _____ Cell Phone Number (____) _____

Email Address _____

Electronic processing reduces the opportunity for correcting errors before the deposits are made; therefore, direct deposit systems provide preauthorization of the corrections to your account.

To change banks or accounts, a new Authorization Form must be completed and submitted at least two weeks before the payment date.

To discontinue direct deposit, send a written notice to the GHA Finance Department at least two weeks before the payment date.

Signature

Date

Housing Choice Voucher Property Owner/Landlord/Management Personnel Responsibilities & Code of Conduct Obligations

The Galveston Housing Authority (Housing Authority) strives to implement a best in class Housing Choice Voucher (HCV) Program. The Housing Authority considers Property Owners/Landlords/Management Personnel (Property Owners) as partners in the implementation of the HCV program. In order to be eligible to participate as a partner with Housing Authority in this important program, Property Owners must abide by the U.S. Department of Housing and Urban Development (HUD) regulations 24 CFR 982.452, which holds Property Owners responsible for performing all owner obligations under the Housing Assistance Payment (HAP) Contract and the lease. Additionally, the Housing Authority expects that Property Owners to adhere to a professional Code of Conduct when interacting with the Housing Authority staff as well as program participants/tenants.

Property Owners and Code of Conduct Obligations:

- Must thoroughly screen and interview families who apply for units
- Must comply with all fair housing laws and equal opportunity requirements
- Must maintain the property in compliance with HUD Housing Quality Standards and make repairs in a timely manner
- Must comply with the terms of the HAP Contract
- Collect security deposits and the tenant's monthly rent portion
- Manage the property and **enforce the lease**
- Notify the Housing Authority in writing immediately if the family violates the lease and provide a copy of the lease violation given to the participant/tenant
- Must notify the Housing Authority if a family vacates the property
- Must notify the Housing Authority of an ownership change
- Attend the initial Property Owner orientation as well as at least one Landlord meeting per year. The meetings provide program guidance, information, and any program changes to participating Property Owners.
- Must adhere to the Housing Authority timelines and office policies
- Must not engage in any illegal acts such as fraud, bribery, or any corrupt or criminal act in connection with any federal housing program
- Must communicate professionally at all times with both Housing Authority staff and participants/tenants. Abusive behavior will not be tolerated and is defined below:
 - **Abusive conduct:** Acts and/or omissions that a reasonable person would find hostile, based on the severity, nature, and frequency of conduct, including, but not limited to repeated infliction of verbal abuse, such as the use of derogatory remarks, insults and epithets; verbal or physical conduct of a threatening, intimidating or humiliating nature; sabotage.
 - **Verbal Abuse:** Vulgar, profane and demeaning language or tone of voice.
 - **Intimidating behavior:** Threats or other conduct that in any way create a hostile environment, impair operations, or frighten, alarm, or inhibit others. Verbal intimidation may include making false statements that are malicious, disparaging, derogatory, disrespectful, abusive, or rude.
 - **Threat:** Any oral or written expression or gesture that would be interpreted by a reasonable person as conveying intent to cause physical harm to persons or property.
 - **Sexual Harassment:** Unwelcome advances, requests for sexual favors and any other verbal, visual or physical conduct of a sexual nature.
 - **Assault:** To attack someone physically or verbally, causing bodily or emotional injury, pain, and/or distress. This might involve the use of a weapon, and includes actions such as hitting, punching, pushing, poking, or kicking.

Property Owner/Landlord/Management Acknowledgement

The Galveston Housing Authority will terminate all HAP contracts for Property Owners who fail to adhere to the Property Owner/Landlord/Management Personnel Responsibilities and Code of Conduct Obligations.

Property Owner/Landlord/ Management Signature

Date

Mailing Address

City, State and Zip Code

