



**OWNER INFORMATION:** ( ) New to HCV program ( ) Existing owner on HCV program

Name: \_\_\_\_\_

Address: \_\_\_\_\_

Email: \_\_\_\_\_

Telephone #: \_\_\_\_\_ Owner Tax ID (EIN #): \_\_\_\_\_

**THE FOLLOWING DOCUMENTS MUST BE SUBMITTED WITH EVERY RFTA**

- Proof of ownership (recorded deed)
- Current PAID property tax receipt
- Property management agreement
- W-9 Tax ID Certification Form
- Direct Deposit Authorization Form

**MANAGEMENT COMPANY INFORMATION:** ( ) New to HCV program ( ) Existing company on HCV program

Name: \_\_\_\_\_

Address: \_\_\_\_\_

Email: \_\_\_\_\_

Telephone #: \_\_\_\_\_ Mgmt Tax ID: \_\_\_\_\_

**PAYMENT INFORMATION:** \*The 1099 will be sent to the HAP Payee

Housing Assistance Payment (HAP) Payee: \_\_\_\_\_

**CONTACT for INSPECTION:**

Phone Number: \_\_\_\_\_

Email: \_\_\_\_\_

\*\*If the management company has changed, the new management company will need to complete this form, a W9, and Direct Deposit Authorization Form to be able to receive HAP monies. HAP payments will be placed on "HOLD" status for up to 60 days until all paperwork has been submitted and changed over. If this process goes past the 60-day mark due to you not providing the required paperwork, then HAP will not be paid back to the original change of the management company. It will go back to within 60 days of the completion of this process.

Owner Signature \_\_\_\_\_ Date: \_\_\_\_\_

Management Company Signature \_\_\_\_\_ Date: \_\_\_\_\_