



Lake County Housing Authority

33928 North US Highway 45

Grayslake, IL 60030

847.223.1170 Office

847.223.1174 Fax

PART 1 **INSTRUCTIONS**

Proof of Ownership

This is a required Program document. Only ONE of the following documents is needed: (a) Warranty Deed, (b) Closing Statement, (c) most recent Property Tax Bill showing owner and property address, (d) any other municipal or court document that conveys ownership of the property, (i.e., Receivership and Trust documents). Please note that proof of ownership is required for EVERY packet submitted.

Tenant Listing

A list of tenants under the new ownership/management. The list must include the tenant name and full address of the unit. The tenant "t-code" is desirable if known, but not required.

Acceptance of Assignment of HAP Contract

When a change of ownership is completed, this is a required document that new owners complete to receive future HAP payments.

Direct Deposit Authorization Form ^

The Housing Authority requires direct deposit of Housing Assistance Payments. This is a Required LCHA form for that purpose. It must be completed and signed by the property owner or their agent. You must also attach a copy of a VOIDED CHECK to the form.

IRS Form W-9 ^

This is a required Program form. It must be completed and signed by property owner or their agent as appropriate. The name listed on ALL ownership documents, including the IRS Form W-9 must match, including those on banking documents and typically for the correspondence recipient. The Housing Authority uses that information to confirm who is authorized to receive W-9 on an annual basis, monthly assistance payments and correspondences.

^ - Document is available on the Housing/Rent Cafe



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Economic Disclosure Statement ^

This is a required Program form and must be completed in its ENTIRETY, signed & dated by the property owner or their agent.

Management Agreement

In certain situations, this is a required Program document. If a management company is contracted to receive payments and/or correspondences, a document to that effect is required.

^ - Document is available on the Housing/Rent Cafe



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GENERAL PROGRAM INFORMATION

There are eight steps involved in the Housing Choice Voucher process before a family is provided with housing assistance. The owner does not become involved until Step 4.

Step 1. Application

Step 2. Eligibility Determination/ Issuance of Voucher

Step 3. Housing Search

Step 4. Tenant Selection – The household will complete any application paperwork required by the property owner. Property owners should conduct their own screening and follow the same non-discriminatory procedures they would use for any non-assisted applicant applying to rent their property.

Step 5. Request for Tenancy Approval (RFTA) – The property owner and their prospective tenant will complete and sign the RFTA form and attach an unsigned copy of the owner's lease. The owner will also be required to complete ownership, banking and Federal tax documents included with the move packet. The property owner or their prospective tenant should deliver these forms to the Housing Authority for approval.

Step 6. Housing Quality Standards Inspection – Upon receipt of the RFTA form, the Housing Authority will schedule a Housing Quality Standards (HQS) inspection to ensure the housing is in decent, safe and sanitary condition.

Step 7. Rent Determination and Contract and Lease Execution – Once the unit passes inspection and the lease is approved, the Housing Authority will determine the rent with the property owner and compute the amounts the tenant and Housing Authority will pay. The tenant will generally pay 30% of adjusted monthly income for rent and a utility allowance called the Total Tenant Payment (TTP). The Housing Authority will pay the remaining rent and utility allowance costs via a rental subsidy in the form of a Housing Assistance Payment (HAP). Following Housing Authority approval and the assistance payment calculation, the property owner will sign a lease with their tenant and then a HAP contract with the Housing Authority.

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Step 8. HAP Contract Payments – After the HAP contracts (two originals) are signed and the tenant gets possession of the unit, Housing Assistance Payments from the Housing Authority to the owner will begin.

***NOTE:** Processing time from RFTA receipt to payment data entry is 15 days, **but can be longer**, based on when the inspection passes, rent approval and effective date of lease.

****Owner Portal** is accessed online and allows property owners and their agents to manage most of their voucher tenant portfolio including inspection dates, times and results, housing assistance payments, payment abatements and holds, and contact information. Register on Owner Portal once you are a participating landlord with the program and have been issued a “v-code”.



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PART 2

**CHANGE OF OWNERSHIP/
MANAGEMENT PACKET**

COMPLETE ALL DOCUMENTS AS
INSTRUCTED AND RETURN AT LEAST
THE SIX (6) REQUIRED DOCUMENTS
LISTED ON PAGE ONE TO THE
HOUSING AUTHORITY. THE 7th
DOCUMENT IS RETURNED ONLY FOR
MANAGEMENT COMPANIES.

***PLEASE INCLUDE THIS COVER SHEET
& CHECKLIST WITH DOCUMENTS.**



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CHECKLIST OF MANDATORY DOCUMENTS:

NOTE: All items listed REQUIRED for processing!

_____ **Proof of Ownership** – only ONE document (a, b or c) is needed: a. WARRANTY DEED; b. CLOSING STATEMENT; or c. MOST RECENT TAX BILL. (Property Address must appear on the tax bill). Proof of ownership is required for EVERY move-in packet submitted. Although you may have submitted proof of ownership for this unit in the past, an ownership document is still required.

_____ **Tenant Listing** – Completed by Landlord.

_____ **Acceptance of Assignment of HAP Contract** – Completed by Landlord.

_____ **Direct Deposit Authorization Form** – Completed and signed. ATTACH A COPY OF VOIDED CHECK. It is suggested that you make a copy of this form for your records.

_____ **IRS W-9 Tax Form** – Completed & signed by Owner/Agent.

_____ **Economic Disclosure Statement** – Completed & signed by Owner/Agent.

_____ **Management Agreement** – If applicable, completed & signed by Owner AND Management Agent

^ - Document is available on the Housing/Rent Cafe

Lake County Housing Authority
Section 8 Landlord - Direct Deposit Authorization Form

I hereby authorize the Lake County Housing Authority to credit the bank account, as listed below, for my monthly Housing Assistance Payment. Please find attached a voided check for the account I am designating for direct deposit.

Tenant Information (please print)

Tenant Name: _____

Address of Unit: _____

Landlord Information (please print)

Name: _____

Address: _____

E-mail address: _____ Phone #: _____

Social Security # or Tax ID #: _____

Signature

Date

FINANCIAL INSTITUTION INFORMATION

(DO NOT complete if you have already enrolled in the Direct Deposit Program)

Account Name: _____

Account Number: _____

Name of Bank: _____

Routing Number: _____

Account Type: Checking Savings

**ATTACH VOIDED
CHECK HERE or
Bank Direct Deposit Authorization Form**
NO temporary checks or deposit slips accepted.

Are you already enrolled in Direct Deposit? Yes No

Are you changing your current account? Yes No

Our system only allows for deposit to one account per Landlord.



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ACCEPTANCE OF ASSIGNMENT OF HAP CONTRACT

Tenant(s) Name: _____

Property Address: _____

Date of Current HAP Contract: _____

_____ hereby accepts the above assignment and agrees to be bound by all of its terms and conditions.

HUD regulations require that we have all Owner(s) Social Security or Taxpayer Identification Numbers. Therefore, please complete the attached IRS Form W-9.

The name and tax ID numbers listed on this form **must** correspond with that filed with the IRS. If the name and tax number do not correspond, our office receives notification from the IRS and we would be forced to withhold rental payment until the proper identification is received. The subsidy payment and 1099 form will be issued to the name, address and tax ID number shown on the W-9 form. The W-9 form is to be completed by the Owner or Agent for Owner.

Please complete the enclosed Economic Disclosure Statement and provide our office with Proof of Ownership for the property.

Telephone Number

Assignee

Date of Change of Ownership

Request for Taxpayer Identification Number and Certification

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

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

Print or type. See Specific Instructions on page 3.	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 of the person whose name is entered on line 1. Check only one of the following seven boxes. <input type="checkbox"/> Individual/sole proprietor or single-member LLC <input type="checkbox"/> Limited liability company. Enter the tax classification (C=C corporation, S=S corporation, P=Partnership) ▶ _____ 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. <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.) See instructions.		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)	Social Security Number												
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 <i>How to get a TIN</i> , later.	<table border="1" style="width: 100%; height: 20px;"> <tr> <td style="width: 10%;"></td><td style="width: 10%;"></td><td style="width: 10%;"></td><td style="width: 10%;"></td><td style="width: 10%;"></td><td style="width: 10%;"></td><td style="width: 10%;"></td><td style="width: 10%;"></td><td style="width: 10%;"></td><td style="width: 10%;"></td><td style="width: 10%;"></td><td style="width: 10%;"></td> </tr> </table>												
Note: If the account is in more than one name, see the instructions for line 1. Also see <i>What Name and Number To Give the Requester</i> for guidelines on whose number to enter.	OR Employer identification number <table border="1" style="width: 100%; height: 20px;"> <tr> <td style="width: 10%;"></td><td style="width: 10%;"></td><td style="width: 10%;"></td><td style="width: 10%;"></td><td style="width: 10%;"></td><td style="width: 10%;"></td><td style="width: 10%;"></td><td style="width: 10%;"></td><td style="width: 10%;"></td><td style="width: 10%;"></td><td style="width: 10%;"></td><td style="width: 10%;"></td> </tr> </table>												

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 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.

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.	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 of the person whose name is entered on line 1. 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: 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.	
	<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.) See instructions.		
6 City, state, and ZIP code		
7 List account number(s) here (optional)		
Requester's name and address (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 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	
[] [] [] []	- [] [] - [] [] [] []
OR	
Employer identification number	
[] [] [] []	- [] [] [] [] [] [] [] []

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
 - The FATCA code(s) entered on this form are correct.
- Certification instructions.** You must cross out the appropriate box if you have failed to report all interest and dividends, or if you have acquired or abandoned secured property other than interest and dividends, you are a resident alien, or you are a nonresident alien.

The link to the Form W-9 (Rev. 10-2018) can be found, complete with instructions, through the following link:

<https://www.irs.gov/pub/irs-pdf/fw9.pdf>

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

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- Form 1099-INT (interest earned or paid)

- 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.

ECONOMIC DISCLOSURE STATEMENT

Tenant Name: _____

Unit Address:

Street

Apt. #

City

Zip

Estimated Square Footage: _____

Owner / Agent Name: _____

I, _____, attest to the fact that:
(Owner's/Agent's name)

_____ I am the legal owner of the property listed above.

_____ I, as agent, certify that the legal ownership of the property listed above is held by _____.

The Tenant _____, is not an owner, partner or
(Tenant's name)
beneficiary to the unit listed above and has no economic interest in this unit.

Owner's or Agent's Signature

Date