



“MOVE-IN” PACKET INSTRUCTION CHECK LIST

The documents attached are the “Move-in” Packet. **ALL** forms attached must be completed, signed and submitted to the Housing Authority for **EVERY** new move in. Please be aware that timeframe for processing from receipt to inspection is up to 10 business days. Packet may be delayed due to missing documents, missing information and/or rent negotiations.

PACKET WILL NOT BE ACCEPTED IF IT IS INCOMPLETE DUE TO MISSING DOCUMENTS THAT ARE REQUIRED OR IT IS MISSING INFORMATION!

DOCUMENTS PROVIDED IN PACKET

- 1. **Unit Characteristics** - Please complete all sections that apply
- 2. **Economic Disclosure Statement** - Completed and signed by Owner/Agent
- 3. **Lead Based Paint Form** - Signed and initialed by both Landlord AND Tenant
- 4. **Request for Tenancy Approval (RFTA)** - Completed and signed by both Landlord AND Tenant
- 5. **W-9 Tax Form** - Completed and signed by Owner/Agent (*Information listed on W-9 tax form must match the information provided on Direct Deposit Form and voided check. If owner is different than listed on W-9, a management agreement or owner declaration form must be submitted.*)
- 6. **Direct Deposit Authorization Form** – Completed, signed and provide a voided check

DOCUMENTS REQUIRED TO BE PROVIDED BY OWNER

- 1. **Copy of Proposed Lease** - Unsigned by Tenant until LCHA approval.
- 2. **Proof of Ownership** - (Examples: Warranty Deed, Closing Statement or most recent Tax Bill. Property Address must appear on document provided.) Copy of recent tax bill may be found at: <http://lakecountyiil.gov/2854/Property-Tax-Information>
***Proof of Ownership is required for EVERY move-in packet submitted.**
- 3. **Village Rental Permit/ License** – Required for the following cities: **Beach Park, Fox Lake, Hainesville, Island Lake, Mundelein, Round Lake Beach, Round Lake Heights, Round Lake Park, Wauconda, Waukegan and Zion.** Please contact the Village/Township office for the town in which your property is located if you have questions.
- 4. **Crime Free Addendum for the following areas: Mundelein, Round Lake Beach and Round Lake Heights.** Please contact the Village/Township office for the town in which your property is located if you have questions.

Be aware all final rent amounts must be approved by the Inspector after the HQS inspection.

Please send completed documents to: owner@lakecountyha.org



UNIT CHARACTERISTICS

This form is to be used for a **new move-in RFTA** (Request for Tenancy Approval **AND** for a **Request for Rent Increase** Packet. Please complete all boxes under "Characteristics" that apply.
Please circle Yes or No, or enter pertinent information. Please be advised, in the event the proposed rent has to be negotiated based on tenant affordability or rent reasonableness, the landlord/owner will have 1 business day to reach a decision once notified.

Category	Description	Characteristics
Size and Type	Actual # Bedrooms	
	# Bathrooms	
	# Half-Bathrooms	
	Living Area Sq. Ft.	
	Property Type: e.g. Apt., House, Townhouse, Condo, Duplex, etc.	
Age, Condition and Quality	Year Built	
	Property Condition: Fair or Good	
	Building Quality: e.g. Fair, Good, etc.	
Utilities	Lights & Gen Electric Included in Rent	Yes / No
	Heating Fuel Type: gas, electric, bottle gas, oil or coal	
	Is Heating Included in Rent	Yes / No
	Hot Water Fuel Type: gas, electric, bottle gas, oil, or coal	
	Is Hot Water Included in Rent	Yes / No
	Cooking Fuel Type: gas, electric, bottle gas, oil, or coal	
	Cooking Fuel Included in Rent	Yes / No
	Sewer Type: public sewer or septic tank	
	Sewer Included in Rent	Yes / No
	Water Type: city or well	
	Water Included in Rent	Yes / No
	Cooling Type: central, window unit or none	
	Cooling Included Rent	Yes / No
Heating Style: e.g. central, furnace, baseboard, boiler, radiator or window unit		
Maintenance	Trash Removal Included in Rent	
	Lawn Care Included in Rent	Yes / No
	Pest Control Included in Rent	Yes / No

Unit Characteristics Continued

Category	Description	Characteristics
Amenities & Housing Services	Laundry Type: e.g. Washer and Dryer, Dryer only, Washer only, Laundry Rm., Hook-ups only, etc.	
	Dishwasher	Yes / No
	Stove	Yes / No
	Refrigerator	Yes / No
	Garbage Disposal	Yes / No
	Security System	Yes / No
	Age Restricted	Yes / No
	Parking Type: e.g. 1/2/3 car garage, 1/2/3 assigned space, street parking, etc.	
Lift / Elevator	Yes / No	
Other Amenities	Microwave	Yes / No
	Fireplace	Yes / No
	Swimming Pool	Yes / No
	Ceiling Fan	Yes / No
	Fenced Yard	Yes / No
	Gated Community	Yes / No
	Cable /Satellite Included	Yes / No
	Additional comments:	

Tenant Name (PRINT) _____

Property Address _____

Landlord Name (PRINT) _____

Landlord Signature/Date _____

Signature

Date

Complete and return this document with your RFTA submission or Rent Increase Request!



ECONOMIC DISCLOSURE STATEMENT

Tenant Name: _____

Unit Address: _____

Street Apt. # City Zip

Estimated Square Footage: _____

Owner/Agent Name: _____

Owner's Email Address: _____

Owner's Work Number: _____ Cell Number: _____

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 or Agent's Signature Date

For Sample Purposes Only

DISCLOSURE OF INFORMATION ON LEAD-BASED PAINT AND
LEAD-BASED PAINT HAZARDS

UNIT ADDRESS: _____
 STREET CITY ZIP CODE

**DISCLOSURE OF INFORMATION ON LEAD-BASED PAINT AND
LEAD-BASED PAINT HAZARDS**

Lead Warning Statement

Housing built before 1978 may contain lead-based paint. Lead from paint, paint chips, and dust can pose health hazards if not taken care of properly. Lead exposure is especially harmful to young children and pregnant women. Before renting pre-1978 housing, landlords must disclose the presence of known lead-based paint and lead-based paint hazards in the dwelling. Tenants must also receive a Federally approved pamphlet on lead poisoning prevention.

Lessor's Disclosure (initial)

_____(a) Presence of lead-based paint or lead-based paint hazards (check one below):

- Landlord Initial Known lead-based paint and/or lead-based paint hazards are present in the housing (explain) _____
- Lessor has no knowledge of lead-based paint and/or lead-based paint hazards in the housing

_____(b) Records and reports available to the lessor (check one below):

- Landlord Initial Lessor has provided the lessee with all available records and reports pertaining to lead-based paint and/or lead-based paint hazards in the housing (list documents below)
- _____
- _____
- Lessor has no reports or records pertaining to lead-based paint and/or lead-based paint hazards in the housing

Lessee's Acknowledgement (initial)

- _____(c) Lessee has received copies of all information listed above.
- _____(d) Lessee has received the pamphlet *Protect Your Family from Lead in Your Home*.

Agent's Acknowledgement (initial)

_____(e) Agent has informed the lessor of the lessor's obligations under 42 U.S.C. 4582(d) and is aware of his/her responsibility to ensure compliance.

Certification of Accuracy

The following parties have reviewed the information above and certify, to the best of their knowledge, that the information provided by the signatory is true and accurate.

Lessor signature	Date	Lessor signature	Date
Lessee signature	Date	Lessee signature	Date
Agent signature	Date	Agent signature	Date

PLEASE CHECK HERE IF YOUR UNIT WAS BUILT AFTER 1978

Request for Tenancy Approval

Housing Choice Voucher Program

U.S Department of Housing and Urban Development

Office of Public and Indian Housing

OMB Approval No. 2577-0169

exp. 7/31/2022

The public reporting burden for this information collection is estimated to be 30 minutes, including the time for reviewing instructions, searching existing data sources, gathering and maintaining the data needed, and completing and reviewing the collection of information. The Department of Housing and Urban Development (HUD) is authorized to collect the information on this form by Section 8 of the U.S. Housing Act (42 U.S.C. 1437f). Form is only valid if it includes an OMB Control Number. HUD is committed to protecting the privacy of individuals' information stored electronically or in paper form, in accordance with federal privacy laws, guidance, and best practices. HUD expects its third-party business partners, including Public Housing Authorities, who collect, use maintain, or disseminate HUD information to protect the privacy of that information in accordance with applicable law.

When the participant selects a unit, the owner of the unit completes this form to provide the PHA with information about the unit. The information is used to determine if the unit is eligible for rental assistance. HUD will not disclose this information except when required by law for civil, criminal, or regulatory investigations and prosecutions.

1. Name of Public Housing Agency (PHA)			2. Address of Unit (street address, unit #, city, state, zip code)		
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3. Requested Lease Start Date	4. Number of Bedrooms	5. Year Constructed	6. Proposed Rent	7. Security Deposit Amt	8. Date Unit Available for Inspection
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<p>9. Structure Type</p> <p><input type="checkbox"/> Single Family Detached (one family under one roof)</p> <p><input type="checkbox"/> Semi-Detached (duplex, attached on one side)</p> <p><input type="checkbox"/> Rowhouse/Townhouse (attached on two sides)</p> <p><input type="checkbox"/> Low-rise apartment building (4 stories or fewer)</p> <p><input type="checkbox"/> High-rise apartment building (5+ stories)</p> <p><input type="checkbox"/> Manufactured Home (mobile home)</p>	<p>10. If this unit is subsidized, indicate type of subsidy:</p> <p><input type="checkbox"/> Section 202 <input type="checkbox"/> Section 221(d)(3)(BMIR)</p> <p><input type="checkbox"/> Tax Credit <input type="checkbox"/> HOME</p> <p><input type="checkbox"/> Section 236 (insured or uninsured)</p> <p><input type="checkbox"/> Section 515 Rural Development</p> <p><input type="checkbox"/> Other (Describe Other Subsidy, including any state or local subsidy) _____</p>
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11. Utilities and Appliances
 The owner shall provide or pay for the utilities/appliances indicated below by an "O". The tenant shall provide or pay for the utilities/appliances indicated below by a "T". Unless otherwise specified below, the owner shall pay for all utilities and provide the refrigerator and range/microwave.

Item	Specify fuel type	Paid by
Heating	<input type="checkbox"/> Natural gas <input type="checkbox"/> Bottled gas <input type="checkbox"/> Electric <input type="checkbox"/> Heat Pump <input type="checkbox"/> Oil <input type="checkbox"/> Other	
Cooking	<input type="checkbox"/> Natural gas <input type="checkbox"/> Bottled gas <input type="checkbox"/> Electric <input type="checkbox"/> Other	
Water Heating	<input type="checkbox"/> Natural gas <input type="checkbox"/> Bottled gas <input type="checkbox"/> Electric <input type="checkbox"/> Oil <input type="checkbox"/> Other	
Other Electric	Do Not Lease Until: _____	
Water		
Sewer		
Trash Collection		
Air Conditioning		
Other (specify)		
Refrigerator		
Range/Microwave		

12. Owner's Certifications

- a. The program regulation requires the PHA to certify that the rent charged to the housing choice voucher tenant is not more than the rent charged for other unassisted comparable units. Owners of projects with more than 4 units must complete the following section for most recently leased comparable unassisted units within the premises.

Address and unit number	Date Rented	Rental Amount
1.		
2.		
3.		

- b. The owner (including a principal or other interested party) is not the parent, child, grandparent, grandchild, sister or brother of any member of the family, unless the PHA has determined (and has notified the owner and the family of such determination) that approving leasing of the unit, notwithstanding such relationship, would provide reasonable accommodation for a family member who is a person with disabilities.

- c. Check one of the following:

- Lead-based paint disclosure requirements do not apply because this property was built on or after January 1, 1978.
- The unit, common areas servicing the unit, and exterior painted surfaces associated with such unit or common areas have been found to be lead-based paint free by a lead-based paint inspector certified under the Federal certification program or under a federally accredited State certification program.
- A completed statement is attached containing disclosure of known information on lead-based paint and/or lead-based paint hazards in the unit, common areas or exterior painted surfaces, including a statement that the owner has provided the lead hazard information pamphlet to the family.

13. The PHA has not screened the family's behavior or suitability for tenancy. Such screening is the owner's responsibility.

14. The owner's lease must include word-for-word all provisions of the HUD tenancy addendum.

15. The PHA will arrange for inspection of the unit and will notify the owner and family if the unit is not approved.

Print or Type Name of Owner/Owner Representative		Print or Type Name of Household Head	
Owner/Owner Representative Signature		Head of Household Signature	
Business Address		Present Address	
Telephone Number	Date (mm/dd/yyyy)	Telephone Number	Date (mm/dd/yyyy)

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.	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) _____ <i>(Applies to accounts maintained outside the U.S.)</i>
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.	
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)	
3 <input type="checkbox"/> Individual/sole proprietor or single-member LLC	<input type="checkbox"/> C Corporation	<input type="checkbox"/> S Corporation
<input type="checkbox"/> Limited liability company. Enter the tax classification (C=C corporation, S=S corporation, P=Partnership) ▶ _____	<input type="checkbox"/> Partnership	<input type="checkbox"/> Trust/estate
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) ▶ _____		

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							
<table style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 25%; border: 1px solid black; height: 20px;"></td> <td style="width: 25%; border: 1px solid black; height: 20px;"></td> <td style="width: 5%; text-align: center;">-</td> <td style="width: 25%; border: 1px solid black; height: 20px;"></td> <td style="width: 5%; text-align: center;">-</td> <td style="width: 20%; border: 1px solid black; height: 20px;"></td> </tr> </table>			-		-		
		-		-			
OR							
Employer identification number							
<table style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 15%; border: 1px solid black; height: 20px;"></td> <td style="width: 15%; border: 1px solid black; height: 20px;"></td> <td style="width: 5%; text-align: center;">-</td> <td style="width: 15%; border: 1px solid black; height: 20px;"></td> <td style="width: 15%; border: 1px solid black; height: 20px;"></td> <td style="width: 15%; border: 1px solid black; height: 20px;"></td> <td style="width: 15%; border: 1px solid black; height: 20px;"></td> </tr> </table>			-				
		-					

Part II Certification

Under penalties of perjury, I certify that:

1. 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
2. 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
3. I am a U.S. citizen or other U.S. person (defined below); and
4. 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.

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.

Individual/sole proprietor or single-member LLC C Corporation S Corporation Partnership Trust/estate

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.

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) _____

(Applies to accounts maintained outside the U.S.)

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)

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:

1. 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
2. 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
3. I am a U.S. citizen or other U.S. person;
4. The FATCA code(s) entered on this form are correct.

Certification instructions. You must certify that you have failed to report all interest and dividends, or acquisition or abandonment of secured property other than interest and dividends, you are

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

Section references are to the Internal Revenue Code unless 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-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.



Lake County Housing Authority
33928 North US Highway 45
Grayslake, IL 60030
PH: 847.223.1170 FAX: 847.223.1174
www.lakecountyha.org

Dear Landlord:

The Housing Authority requires direct deposit for Housing Assistance Payments. Direct Deposit will give you earlier access to your money. There will be no waiting for mail delivery of your check and no waiting at the bank to deposit funds. All payments should be in your account on the 5th of the month. Please allow for delays if the 5th of the month falls on a weekend or a holiday.

Please complete and sign the enclosed authorization form. You may wish to make a copy for your records. Return the form to us, along with a voided check (must not be a temporary check) for the account to which you wish us to deposit your HAP payment.

All owner/ landlord information must match on documents provided (W-9 tax form, Ownership documents, Direct Deposit Form and voided check). If there is a property management company involved and they will be receiving payments, then they must be listed on W-9 tax form and we will also require a copy of the Management Agreement. Please DO NOT submit a deposit slip, since routing numbers may differ from those on checks.

As you will not receive a monthly breakdown of subsidy payments, you should refer to your current HAP Contracts and Amendments for this information. We will send notices of any adjustments or changes to your subsidy payments. Additionally, limited information will be transmitted to your bank each month with the deposit. Individual banks may vary on the information they provide to their customers regarding these deposits.

You can also view your HAP transactions in your Housing Café account with the Housing Authority. If you have not created an account as of yet, please contact us and ask for your Housing Café Registration Code. You can access the Housing Café through our website address. Select Landlords in Heading and select Housing Café. Here you can update your contact information, as well as see information regarding your units, etc. If email address is provided you will receive monthly payment notification and a breakdown of payments for tenant/s.

IMPORTANT NOTICE: Do not close or change your direct deposit account without notifying the Housing Authority Accounts Payable Specialist.

We thank you for your cooperation. If you have any questions, please do not hesitate to call our office at (847) 223-1170 ext. 1203.

Sincerely,

Gerald Cole

Gerald Cole

Lake County Housing Authority



Lake County Housing Authority
 Housing Choice Voucher
 Landlord Direct Deposit Authorization Form

I hereby authorize the 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: _____

Payee Information (please print)

Name: _____

Address: _____

E-mail address: _____ Phone #: _____

Social Security # or Tax ID #: _____

FINANCIAL INSTITUTION INFORMATION

Account Name: _____

Account Number: _____

ABA Number (Bank Routing Number): _____

Name of Bank: _____

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.

 Signature

 Date



Lake County Housing Authority
33928 North US Highway 45
Grayslake, IL 60030
PH: 847.223.1170 FAX: 847.223.1174
www.lakecountyha.org

Dear Landlord:

The Housing Authority's objective is to continually improve its relationship with participating landlords by addressing and resolving their issues and concerns in a timely manner. One of the most significant measures taken by this agency started in January 1999 with designated staff working exclusively in the community to conduct Housing Quality Standard (HQS) inspections.

A clean, safe, and sanitary unit must be made available as stated by the Department of Housing & Urban Development regulations. A landlord who wishes to prepare for a "MOVE-IN" inspection can follow the listed "MOVE-IN" procedures for unit inspection readiness:

- Unit must be vacant (unless prospective HCV tenant is already residing in unit)
- Unit must have fresh or clean paint throughout and carpeting must be cleaned
- No cracking or peeling paint especially with houses built before 1978
- Smoke detectors, with new batteries, located on every floor and in each sleeping room (Effective January 1, 2013 the Housing Authority adopted Illinois Property Maintenance Code which requires a smoke detector be installed in every room used for sleeping.)
- Carbon monoxide detector within 15 feet of bedrooms, must have battery backup
- All appliances clean and in working order, i.e. stove burners light without match
- Locks on 1st floor windows and doors
- Screens on every window
- All windows made to open must open and stay up when opened
- No electrical hazards, i.e. exposed wires, cracked outlets, cracked outlet covers
- Working light bulbs in all fixtures
- Non-metallic pull strings on light fixtures with pull strings
- No plumbing issues
- All closet doors on track
- Handrail for any staircase with more than three stairs
- Unit free from any hazards or potential hazards

Only one re-inspection will be granted. If unit doesn't pass re-inspection, tenant will be issued new move-in papers so that they can look for a new unit. It is **imperative** that the unit pass all areas of housing quality standards before the tenant can occupy unit and have a subsidy paid on their behalf. Additional inspection related resources are available on our website at www.lakecountyha.org. Select "Landlords Tab" and click "Helpful Documents" link.



We look forward to working with you. If you have any questions regarding the above policies, please call our office or send us an e-mail at owner@lakecountyha.org

Sincerely,

Lake County Housing Authority