

# **Welcome new landlords and owners!**

Attached you will find required paperwork to complete in order to get setup in our system and with our agency. Please see the bulleted list of items on the third page that you will need to supply in addition to a completed packet. Timely submission of these items will assist us in better serving you. Failure to submit all items requested will result in a delay in processing.

Please note: Processing times will vary and you may have a physical check before your direct deposit is active with receiving payments from HABD.

Please return completed packets and supporting documents to [landlordinfo@habd.net](mailto:landlordinfo@habd.net) .

Thank You,

*Department of Rental Assistance*



## HOUSING AUTHORITY OF THE BIRMINGHAM DISTRICT

### PROPERTY REGISTRATION FORM

In an effort to improve and maintain program integrity, deter potential program fraud and abuse, and due to the high number of foreclosures in Jefferson County, the Housing Authority of the Birmingham District (HABD) now requires all landlords who participate in our Section 8 Housing Choice Voucher Program to register and submit proof of ownership information and documentation prior to the execution of a Housing Assistance Payment Contract (HAP) with HABD. Landlords/managers who would like to participate in the Section 8 Housing Choice Voucher Program at the HABD MUST complete all forms and return the following information:

You are: ☐ Owner ☐ Property Management Company ☐ Authorized Agent  
(If joint ownership, see below. All property managers and agents must attach management agreement.)

Complete this form only if you own or manage a **single-family house, condominiums or townhomes that have multiples owners within a complex (buildings), or apartment communities:**

Owner/Agent Name: \_\_\_\_\_ Date: \_\_\_\_\_

\_\_\_\_\_  
Owner/Agent Home Address

\_\_\_\_\_  
Owner/Agent Mailing Address

\_\_\_\_\_  
City, State, Zip

\_\_\_\_\_  
City, State, Zip

\_\_\_\_\_  
Home Telephone Number

\_\_\_\_\_  
Work/Business Telephone Number

\_\_\_\_\_  
Social Security Number or Tax ID

\_\_\_\_\_  
Valid Email address

\_\_\_\_\_  
Owner/Agent Signature

Have you attended a landlord briefing within  
within the last year? ☐ Yes ☐ No

If this is the first time this property is being registered with HABD, you must provide the following information prior of executing a Housing Assistance Payment contract:

**I. Single-family units (a single-family house, condominiums, or townhomes that has multiple owners within a complex)**

- Current photo identification (i.e., drivers license, state issued photo ID, employee ID, Military ID, student ID. “Current” means whichever form of ID being used cannot be expired.)
- Social Security Card or Tax ID/EIN Number
- Proof of home address (This cannot be the same address as the unit you are trying to register.)
- Recorded copy of the Warranty Deed or Quit Claim Deed (The property cannot be placed on the program if the deed is not recorded and in the person’s name who is trying to register the property.)
- Third party management agreement/agent agreement: If the property owner is using the services of a property management company or agent, the agreement must be executed and specify the terms of the agreement and to what extent the owner gives the agent authorization to act on his/her behalf.
- Mortgage in Good Standing Form (attached) or copy of the most recent mortgage statement (payments must be current).
- IRS Form W-9 (attached). If the property is owned by two or more individuals or in a joint account, only the person whose TIN is shown in part 1 should sign. Please note HABD recognizes legal ownership by the deed, not the mortgage.
- Partnership Agreement: If you have a partnership (joint ownership), ownership is determined by the deed, not the mortgage. Therefore, if partnership or marriage, a written agreement authorizing one to act on the other’s behalf and to what extent or jointly is required.

**II. Apartment Communities:**

- Management Agreement
- IRS Form W-9 (attached)
- Names, positions, titles of staff persons authorized to enter into contracts on the company’s provide.

Your information will only be used by HABD and the Department of Housing and Urban Development (HUD) and we will not release it to any outside party unless requested to do so under a court order, subpoena, or the applicable Open Records Act.

Please submit all of the above listed information to the Section 8 Leased Housing Office at McCoy Building, 1301 25<sup>th</sup> Avenue North, Birmingham, AL 35204. No appointment is necessary in order to submit the above requested information (fax or email submission will not be accepted). The front desk staff will make copies of all necessary owner information and forward this information to the appropriate staff. If you have questions about the process after you submit your paperwork, you can request an appointment to speak with a staff person. To ensure quality services and to reduce your potential waiting time, we strongly recommend that you request an appointment in advance.

If you are an out of town owner, we strongly recommend that you consider retaining a local agent that you authorize to conduct business on your behalf. It is a requirement that HABD see the owner/agent at least two times during this process: (1) to turn in the above referenced information and (2) to execute the HAP contract.

Any additional questions or concerns you may have will be answered during our Landlord Briefings, which are held three times a month and we post the schedule by quarters. Please check our schedule for the current quarter that is attached to your paperwork or on our website at [www.HABD.org](http://www.HABD.org) or (205) 521-7460. You must pre-register in advance in order to attend the briefing. You can register by e-mail, regular mail or fax. **Please provide your name, address, telephone number and/or other contact information.**

Your attendance at a Landlord Briefing is not mandatory in order to participate in HABD's Section 8 Housing Choice Voucher Program; however, it is strongly encouraged and highly recommended. It is HABD's position that those landlords who attend a briefing have a far better success rate in working with the Section 8 Housing Choice Voucher program and its' clients than those landlords who chose not to attend.

Under penalties of perjury, I hereby certify that by submitting the requested information above is my confirmation that it is true and correct. I further understand that this information is placed in my landlord file with the HABD for their use and informational purposes and can only be viewed by authorized HABD personnel. I understand it is my responsibility to notify the HABD in writing of any changes in ownership, management company/agent, mailing addresses or contact telephone numbers. I further understand that all changes must be submitted in writing.

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Signature of landlord/agent

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Date



## HOUSING AUTHORITY OF THE BIRMINGHAM DISTRICT

DEPARTMENT OF LEASED HOUSING and SECTION 8

### **MORTGAGE IN GOOD STANDING NOTICE**

Due to the increasingly high number of foreclosures of residential real estate occurring in Jefferson County, the Housing Authority of the Birmingham District (HABD) now requires all landlords who wish to participate in our Section 8 Housing Choice Voucher Program to release mortgage information so that HABD can verify that landlords are current with their mortgage payments. This policy does not apply to property owners who own their property free and clear.

**Properties that have mortgages in arrears, in foreclosure, or scheduled to be foreclosed are not eligible for the program.** Your mortgage information will only be used by HABD and Department of Housing and Urban Development (HUD). We will not release your mortgage information to any outside party unless their request falls under a court order, subpoena, or the applicable Open Records Act.

I hereby authorize any bank, savings and loan associations, mortgage company, credit union, or any other depositories or financial institution granting mortgage loans to furnish or release to HABD such information as may be requested for determining the status of my mortgage obligation as it relates to my participation as an owner / landlord in the Section 8 Housing Choice Voucher Program.

I hereby release such person, firm or agency from any liability in regard to the furnishing or release of such information, as it is my express intention and consent to make such information available to HABD. I understand that failure to provide the requested information will result in the denial of my participation as a landlord in the Section 8 Housing Choice Voucher Program with HABD.

Owner/Borrower's Name: \_\_\_\_\_ Social Security #: \_\_\_\_\_

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

Name of Mortgage Company or lending institution: \_\_\_\_\_

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

Account #: \_\_\_\_\_ Are you current on mortgage payments? \_\_\_\_ Yes \_\_\_\_ No  
(Please attach a copy of your most current mortgage statement)

☐ I own the property free and clear (must include proof of ownership)

I hereby certify that the information that I have given to HABD is true and correct as of the date below. I understand that any false information, omission, or misrepresentation of facts requested in this form, or any supplements thereto, will be cause for my denial of participation as a landlord in the Section 8 Housing Choice Voucher Program at HABD.

Signature of Owner: \_\_\_\_\_ Date: \_\_\_\_\_  
(Must be signed by the mortgage holder(s) or owner)

Signature of Co-Borrower: \_\_\_\_\_ Date: \_\_\_\_\_



## HOUSING AUTHORITY OF THE BIRMINGHAM DISTRICT

### **Protecting Tenants at Foreclosure Act of 2009**

The Protecting Tenants at Foreclosure Act went into effect May 20, 2009. This Federal law legislates that leases would survive a foreclosure -- meaning the tenant could stay in the current foreclosed upon property at least until the end of their lease term, or if the lease is a month-to-month lease then tenants would be entitled to 90 days' notice before having to move out. Importantly, the law also provides that if the notice period is longer in a State than the 90 days' notice requirement at the federal level, then the longer period can be used by the tenant.

An exception to this notice period is allowed if the new buyer (owner) intends on occupying the property themselves – the new buyer (owner) may terminate the lease with the 90 days' notice. The Protecting Tenants at Foreclosure Act applies to state eviction proceedings. This law requires a person or entity (including a bank) who becomes the new owner of residential rental property as a result of a foreclosure to **continue to honor and be bound by both the Section 8 voucher lease and the Housing Assistance Payments (HAP) contract** that existed with the original landlord. A new owner must give the tenant a notice to vacate at least 90 days before the effective date of such notice. This law further confirms that the Section 8 Housing Choice Voucher tenant's lease and the HAP contract survive the foreclosure. In addition, this law shall not affect any State or local law that provides additional time frames or protections for tenants.

If the Section 8 lease and HAP contract have less than 90 days remaining in their term, or if the new owner plans to live in the property as his or her primary home, the new owner can require a tenant to leave the property **after giving at least 90 days advance notice**. The 90 days must start on or after the date when the new owner officially becomes the owner of the property.

Under penalties of perjury, I certify that I have read the above information relating to the Protecting Tenants at Foreclosure Act and if applicable to me, I will act accordingly with the law.

Owner/Agent Name: \_\_\_\_\_ Date: \_\_\_\_\_

Owner/Agent Signature: \_\_\_\_\_ Date: \_\_\_\_\_

# DIRECT DEPOSIT AUTHORIZATION FORM

Name on Account \_\_\_\_\_ SSN or TIN \_\_\_\_\_

In Care of, or Doing Business As (if applicable; **needs to be the name the business uses**):

Financial Institution \_\_\_\_\_

Routing Number \_\_\_\_\_ Account Number \_\_\_\_\_

Account Type: Checking ☐ Savings ☐ Vendor # \_\_\_\_\_

Current Landlords Only

If you are a current participating landlord, you can find your vendor number in the detail portion of your check stub. It may take up to two payment cycles for your direct deposit to take effect. You will continue to receive a paper check until the direct deposit is processed.

PLEASE PROVIDE AN ORIGINAL VOIDED CHECK, A COPY OF YOUR VALID/**LEGIBLE** PHOTO ID, AND A COPY OF YOUR SOCIAL SECURITY CARD, **OR** EIN ASSIGNMENT LETTER (if renting property under a business name)

**NO OTHER FORM OF DOCUMENTATION WILL BE ACCEPTED**

Authorization:

I hereby authorize the Housing Authority of the Birmingham District (HABD) and the financial institution above to make direct deposits to my account. This authorization will remain in effect until I have signed a new authorization or upon termination of my participation in the HABD Section 8 Program. If I change or terminate this account without notifying HABD in writing I understand my payments may be delayed.

Signature \_\_\_\_\_

Date \_\_\_\_\_

Printed Name \_\_\_\_\_

Telephone Number (including area code) \_\_\_\_\_

Email Address (**MANDATORY**) \_\_\_\_\_

**Submit this completed form and required documents to:**

Housing Authority of the Birmingham District  
McCoy Building  
1301 – 25<sup>th</sup> Avenue North  
Birmingham, AL 35204  
Attn: Landlord Liaison  
Telephone# (205) 521-7464

Send inquiries to:  
Email: [landlordinfo@habd.net](mailto:landlordinfo@habd.net)

## 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.

Name (as shown on your income tax return)

Business name/disregarded entity name, if different from above

Check appropriate box for federal tax classification:

☐ Individual/sole proprietor    ☐ C Corporation    ☐ S Corporation    ☐ Partnership    ☐ Trust/estate

☐ Limited liability company. Enter the tax classification (C=C corporation, S=S corporation, P=partnership) ▶

☐ Other (see instructions) ▶

☐ Exempt payee

Address (number, street, and apt. or suite no.)

Requester's name and address (optional)

City, state, and ZIP code

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 the "Name" line to avoid backup withholding. For individuals, this is 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 chart on page 4 for guidelines on whose number to enter.

Social security number

			-			-				
--	--	--	---	--	--	---	--	--	--	--

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 (defined below).

**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 4.

Sign  
Here

Signature of  
U.S. person ▶

Date ▶

### General Instructions

Section references are to the Internal Revenue Code unless otherwise noted.

#### Purpose of Form

A person who is required to file an information return with the IRS must obtain your correct taxpayer identification number (TIN) to report, for example, income paid to you, real estate transactions, mortgage interest you paid, acquisition or abandonment of secured property, cancellation of debt, or contributions you made to an IRA.

Use Form W-9 only if you are a U.S. person (including a resident alien), to provide your correct TIN to the person requesting it (the requester) and, when applicable, to:

1. Certify that the TIN you are giving is correct (or you are waiting for a number to be issued),
2. Certify that you are not subject to backup withholding, or
3. 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.

**Note.** If a requester gives you a form other than Form W-9 to request your TIN, you must use the requester's form if it is substantially similar to this Form W-9.

**Definition of a U.S. person.** For federal tax purposes, you are considered a U.S. person if you are:

- An individual who is a U.S. citizen or U.S. resident alien,
- A partnership, corporation, company, or association created or organized in the United States or under the laws of the United States,
- An estate (other than a foreign estate), or
- A domestic trust (as defined in Regulations section 301.7701-7).

**Special rules for partnerships.** Partnerships that conduct a trade or business in the United States are generally required to pay a withholding tax on any foreign partners' share of income from such business. Further, in certain cases where a Form W-9 has not been received, a partnership is required to presume that a partner is a foreign person, and pay the withholding tax. Therefore, if you are a U.S. person that is a partner in a partnership conducting a trade or business in the United States, provide Form W-9 to the partnership to establish your U.S. status and avoid withholding on your share of partnership income.