



HOUSING CHOICE VOUCHER PROGRAM LANDLORD REGISTRATION PACKET

The Housing Authority of DeKalb County (HADC) is committed to providing to you the highest quality of service possible; therefore these procedures are implemented to ensure that when you register with our agency that it is a pleasant transaction.

I. *List Your Property*

HADC has contracted with Socialserve.com to develop a free listing service for all landlords and property owners of affordable and Section 8 rental housing throughout DeKalb County. By going to www.dekalbhousing.org you will be able to list and manage all of your affordable properties for free via the internet or with a quick toll-free phone call to Socialserve.com's experienced, bilingual call center. With your listing, you will have the opportunity to show the features of your rental unit such as the number of bedrooms, baths, location (with map link), rent and deposits, utility specifics, special amenities, photos, eligibility requirements, and much more. Socialserve.com staff is available to you Monday-Friday by phone (1-877-428-8844) from 9 am to 6 pm EST to answer your questions, add properties or make adjustments to your listings.

II. *Attend a Landlord Briefing*

All Housing Choice Voucher Program landlord inquiries can be answered during our monthly Landlord Briefings. As a prospective landlord, you must attend a Landlord Briefing in order to participate in HADC's Housing Choice Voucher Program. It is HADC's position that those landlords who attend a briefing have a far better success rate in working with the Housing Choice Voucher Program. The dates and times are attached to this packet.

III. *Landlord Registration*

If you are registering as a landlord with HADC Housing Choice Voucher Program for the first time, you will need to complete and the necessary documents required by HADC once you have a prospective tenant. The completed documents may not faxed.

IV. *Submit the Landlord Packet and the Initial Processing Form*

Once you have a prospective tenant, please turn in all of the completed landlord packet and documents listed above along with the Initial Processing Form. The front desk staff will make copies of all necessary owner information.



Owners who wish to participate in the Housing Choice Voucher Program ***MUST*** complete and sign this form. A post office box cannot be used instead of a home mailing address. However, you may supply a post office box in addition to your street address. If you are an agent on behalf of an owner, a management agreement must be submitted along with this form.

OWNER INFORMATION FORM

Owner/Business Name

(this should be the name you want listed in our system and match the social security card or EIN supplied)

Home Address

Mailing Address *(if different from home address)*

City, State, Zip

City, State, Zip

Home Number

Work/Business Number

Social Security Number or EIN

Email Address

(it is mandatory that you provide an email address)

Owner/Agent Signature

Date

Once you have a prospective tenant, please turn in all of the completed forms and documents listed below along with the Initial Processing Form.

- Current Drivers License, State Issued Photo Identification or Work Identification
- Social Security Card (or a copy of a W-2), or Employer Identification Number (EIN). You must provide a copy of the assigned number (EIN) from the IRS Department of the Treasury. If you have misplaced your assigned EIN, you can call the IRS Business Specialty Tax Line at 1-800-829-4933 to secure a copy.
- Proof of the homeowner's physical or business address (i.e. telephone, cable, or utility bill etc.)
- Recorded Warranty Deed or Quit Claim Deed. If the property was purchased within the last 30-60 days, please provide the HUD Settlement Statement along with a notice from the closing Attorney stating that the Deed has been filed with the county.
- Provide a copy of the Management Agreement (if applicable)
- Complete IRS - W-9 Form
- Complete HADC's Direct Deposit Authorization Form and submit a voided check. The check or deposit slip must include the full name and address of the account holder, name of the bank, routing and account numbers. Please note that deposit slips may only be used for savings accounts.
- Complete HADC's Mortgage Good Standing Notice and provide a current mortgage statement or a letter from your mortgage company of good standing.



DIRECT DEPOSIT AUTHORIZATION FORM

Attention Housing Choice Voucher Landlords:

In an effort to improve the Housing Choice Voucher Program's operation and increase landlord satisfaction, the Housing Authority of DeKalb County (HADDC) has implemented a mandatory electronic direct deposit of Housing Assistance Payments (HAP). HAP will be deposited directly into the checking or savings account of your choice, thus getting the funds to your account quicker and eliminating the need for trips to the bank.

In order to implement direct deposit, you will need to provide an original check marked "VOID" or a deposit slip if your payment will be deposited into a savings account. Faxed documents are not acceptable. Please note that deposit slips may only be used for savings accounts. The check or deposit slip must include the full name and address of the account holder, name of the bank, bank routing number, and account number.

Please complete the information requested below. Be sure to include your email, so that we may email your direct deposit statement instead of mailing it. Sign and date this form where indicated and return it with your voided check or deposit slip to the Housing Authority of DeKalb County.

If there are any changes in the address, bank, or account where payments are being deposited, please complete a Landlord Update Form. If you have any questions about direct deposit, please call (404) 270-2592.

Name on check or savings account deposit slip

Full name (as it appears on your HADC account- please print)

Social Security or Employer Identification Number

Address

City

State

Zip

Home Telephone Number

Work Telephone Number

Email Address

My signature below verifies that the above information is correct and I authorize the direct deposit of my Housing Assistance Payment into my account.

Signature

Date

Attach voided check here



MORTGAGE GOOD STANDING NOTICE

Due to the high number of foreclosed properties in DeKalb County, the Housing Authority of DeKalb County (HADC) now requires all landlords who wish to participate in our Housing Choice Voucher Program to release mortgage information so we can verify that you are current with your mortgage payments.

Properties that are in the arrears, foreclosure or scheduled to be foreclosed are not eligible for the program. Your mortgage information will only be used by HADC and Department of Housing and Urban Development (HUD). HADC will not release landlord mortgage information to any outside party unless the request falls under the State of Georgia's Open Records Act.

I hereby authorize any banks, savings and loan association, mortgage companies, or any other depositories or financial institution granting mortgage loans to furnish or release to HADC such information as requested for determining my participation as an owner in the Section 8 Housing Choice Voucher Program.

I hereby release such person, firm or agency from any liability in regards to the furnishing or release of such information, as it is my express consent to make such information available.

I understand that failure to provide the requested information will result in the denial of my participation in the HADC Housing Choice Voucher Section 8 Program.

Are your mortgage payments current? Yes No

Borrower's Name: _____

Name of Mortgage Company or Lending Institution: _____

Address: _____
(Street, City, State, Zip)

Account #: _____

Rental Property Address: _____
(Street, City, State, Zip)

I hereby certify that the answers I have given to the foregoing questions are true to the best of my knowledge and belief. I understand that any false information, omission, or misrepresentation of facts requested in this form, or any supplements thereto, will be cause for denial of participation in the Housing Choice Voucher Program.

Signature of Owner: _____ Date: _____

Attach a current mortgage statement to this form

**HOUSING AUTHORITY OF DEKALB COUNTY
PAYMENT STANDARDS
(BASED UPON BEDROOM SIZE)
EFFECTIVE OCTOBER 1, 2009**

Based on FY 2010 Fair Market Rents

SOUTH DEKALB COUNTY

Bedroom Size	0	1	2	3	4	5	6	7	8
Payment Standards 100% of FMR	\$757	\$820	\$912	\$1,110	\$1,211	\$1,393	\$1,602	\$1,842	\$2,118

(*Subject to Change upon Review)

NORTH DEKALB COUNTY

Exception Payment Standards 110% North DeKalb Designated Area Only

Bedroom Size	0	1	2	3	4	5	6	7	8
Payment Standards 110% of FMR	\$833	\$902	\$1,003	\$1,221	\$1,332	\$1,532	\$1,762	\$2,026	\$2,330

(*Subject to Change upon Review)

Payment standards are used to calculate the maximum amount of Housing Assistance Payment the Housing Authority is allowed to pay on behalf of the family.

Payment standards do not determine the amount of rent to the owner. The amount of rent an owner can collect on the Housing Choice Voucher program is determined by bedroom size, family income and comparable rents for similar units in the area of the subject property.

Revised and approved November 20, 2009

Landlord Briefing Schedule

If you are interested in becoming a landlord with the Housing Authority of DeKalb County, you must register and attend one of the briefing sessions below. Please visit our website at www.dekalbhousing.org to register. Landlord briefings are held at 3218 Tobie Circle, Scottdale, GA 30079.

DAY	DATE	TIME
Friday	January 8, 2010	10:00 am
Wednesday	January 20, 2010	5:00 pm
Friday	January 22, 2010	10:00 am
Friday	February 5, 2010	10:00 am
Wednesday	February 17, 2010	5:00 pm
Friday	February 19, 2010	10:00 am
Friday	March 5, 2010	10:00 am
Wednesday	March 17, 2010	5:00 pm
Friday	March 19, 2010	10:00 am
Friday	April 16, 2010	10:00 am
Wednesday	April 21, 2010	5:00 pm
Friday	April 23, 2010	10:00 am
Friday	May 7, 2010	10:00 am
Wednesday	May 19, 2010	5:00 pm
Friday	May 21, 2010	10:00 am
Friday	June 4, 2010	10:00 am
Wednesday	June 16, 2010	5:00 pm
Friday	June 18, 2010	10:00 am
Friday	July 9, 2010	10:00 am
Wednesday	July 21, 2010	5:00 pm
Friday	July 23, 2010	10:00 am
Friday	August 6, 2010	10:00 am
Wednesday	August 18, 2010	5:00 pm
Friday	August 20, 2010	10:00 am
Friday	September 10, 2010	10:00 am
Wednesday	September 15, 2010	5:00 pm
Friday	September 24, 2010	10:00 am
Friday	October 1, 2010	10:00 am
Wednesday	October 20, 2010	5:00 pm
Friday	October 22, 2010	10:00 am
Friday	November 5, 2010	10:00 am
Wednesday	November 17, 2010	5:00 pm
Friday	December 3, 2010	10:00 am
Wednesday	December 15, 2010	5:00 pm