

September
2008

New Requirements for W-9 Filing



HOUSING AUTHORITY OF THE CITY OF LOS ANGELES
WWW.HACLA.ORG

Section 8 Owner News

The Housing Authority has established a new procedure for requesting the IRS Form W-9 (*Request for Taxpayer Identification Number and Certification*) from Section 8 owners and payees for new contracts. *The Housing Authority now requires a W-9 from both the owner and payee at the time of initial contracting, if the payee is different from the owner of record.* Previously, we required only the owner of record to complete the W-9, and the IRS 1099 for income reporting.

The Housing Authority requires the following from all owners and payees:

- A copy of the recorded Grant Deed for the property where the Section 8 tenant resides. A Deed of Trust is not an acceptable replacement).
- An original signed, (wet ink), completed W-9, for each owner. This information will be scanned and attached to owner's record in our computer data base.
- An original signed (wet ink), completed IRS Form W-9, for any payee, if different from the owner. This information will be scanned and attached to owner's record in our computer data base.
- A letter of authorization signed by all owners if there will be a designated signatory for the Housing Assistance Payment (HAP) contract.
- A notarized copy of a valid government issued photo identification card for each owner. This information will be scanned and attached to owner's record in our computer data base.

In addition to the documents mentioned above, the Housing Authority requires specific documentation for the ownership types listed below:

Corporation:

A copy of the filed Certified Statement of Corporation (S-0 200) or a copy of the Corporate Resolution, with all the officers listed. (Only the title page, the page identifying officers, and the signature page are required).

Limited Partnership (LP):

A copy of the filed Certified Statement of Limited Partnership (LP-1), which must be signed and dated by a verified general partner.

Limited Liability Company (LLC):

A copy of the filed Statement of Information of Liability Company (LLC-12) that names the LLC manager(s) or a copy of the Operating Agreement.



Three times each month we schedule complimentary Owner Orientation seminars to explain how the Section 8 Program works. The information is presented from the property owner's perspective and includes an overview of the leasing, contracting and inspection processes.

To reserve a seat in one of the September 2008 sessions, please call (213) 252-1253. **NOTE: This line is set up to take messages only.** You will not receive a return call.

Persons with a hearing impairment who require a translator should call the TDD line at (213) 252-1639.



Direct Deposit is Available for all Owners!

- Receive your Housing Assistance Payment (HAP) at 12:01 A.M. on the first of each month.
- The application process is easy. Call (213) 252-6189 to request an application.
- The application can now be downloaded from our web site at www.hacla.org

SIGN UP TODAY!



The Inspection Corner: Unit Abatement



Once a year the Housing Authority Inspection Department conducts an annual inspection of each Section 8 subsidized unit. If the inspector cites major deficiencies the owner will be given 25 days to correct the owner major deficiencies. A re-inspection will be scheduled for the unit in 25 days. If after the re-inspection owner major deficiencies still exist, the Housing Assistance Payments (HAP) will be placed on abatement. If HAP is abated, the Housing Authority stops paying the owner until the unit passes inspection. The Housing Authority does not abate the HAP made to the owner for tenant caused major deficiencies.

Part B 3a and d, (Maintenance, Operation and Other Services) of your Housing Assistance Payments (HAP) Contract state *"The owner must maintain the contract unit and premises in accordance with the Housing Quality Standards (HQS). The PHA shall not make any housing assistance payments if the contract unit does not meet the HQS, unless the owner corrects the defect within the period specified by the PHA and verifies the correction. If a defect is life threatening, the owner must correct the defect within no more than 24 hours. For other defects, the owner must correct the defect within the period specified by the PHA."*

If the HAP is abated, the owner will not be paid for the unit during the abatement period. However, the tenant must continue to pay the tenant portion of the rent. **The Section 8 tenant is not allowed to pay the owner that portion of the rent which is abated for owner non-compliance with Housing Quality Standards (HQS).**

In order to receive the HAP payment again, the owner must correct the owner major deficiencies listed on the inspection report and call the inspection office to schedule an inspection. Once the Housing Authority confirms that all owner major deficiencies have been corrected, the HAP payment will resume on the date the unit passed inspection.



List Your Vacancies with us

- Listing service available with Section 8 at no charge
- Hundreds of renters checking listings every month
- Clients checking listings have current vouchers
- Listings maintained on the HACLA website

Three easy ways to list your property vacancies with Section 8

Fax:

(213) 252-4231

Persons with hearing impairment:

(213) 252-1639

Mail:

HACLA

2600 Wilshire Blvd.

Owner Services, 1st Floor
Los Angeles, CA 90057

Telephone:

(213) 252-4227

Need a Listing form?

Go to www.hacla.org to download a form.

Helpful Hints for Listings:

If you fax your listing, please print legibly. This will prevent delays by enabling staff to input the correct information into the computer upon receipt.

Please be mindful that background noises and other "non-conversational sounds" can be distracting and might interfere with the conveyance of information.

The Fair Housing act prohibits housing discrimination on the basis of race, color, religion, sex, disability, familial status and national origin. When completing the listing form, please do not specify a preference for a particular type of tenant. For more on fair housing go to www.hud.gov. Use keyword fair housing.

