



Housing Choice Voucher

Leasing Packet



Philadelphia Housing Authority
Building Beyond Expectations

Effective: Jan. 2012
Version 5.0

This page intentionally left blank.



Philadelphia Housing Authority
Building Beyond Expectations

TABLE OF CONTENTS

INTRODUCTION	1
DELIVERY INSTRUCTIONS FOR NEW TENANTS.....	2
DELIVERY INSTRUCTIONS FOR EXISTING TENANTS	2
INFORMATION FOR TENANTS	3
REQUIRED DOCUMENTS FOR TENANTS	3
INFORMATION FOR OWNERS	4
REQUIRED DOCUMENTS FOR OWNERS	4
OWNER CONTACT AND RESOURCE INFORMATION	5
OWNER BRIEFING SESSION	6
OWNER CERTIFICATION TRAINING	6
OWNER CERTIFICATION REQUIREMENTS	7
OWNER TAX CHECK AND RENTAL LICENSE REQUIREMENT.....	8
BASIC OWNER RESPONSIBILITIES.....	9
IMPORTANT NOTICE TO OWNERS AND TENANTS.....	10
LEAD-BASED PAINT CERTIFICATION: TENANT.....	11
REQUEST FOR TENANCY APPROVAL (RFTA)	12
TENANT AUTHORIZATION FOR DIRECT DEPOSIT OF UTILITY ASSISTANCE PAYMENTS.....	14
UTILITY AGREEMENT.....	15
COMMON INSPECTIONS VIOLATIONS	16
HOUSING QUALITY STANDARDS OWNER CERTIFICATION.....	17
FRAUD POLICY	18
VAWA: OWNER NOTICE	20
OWNER AUTHORIZATION FOR DIRECT DEPOSIT OF HOUSING ASSISTANCE PAYMENTS	22
AGENT AUTHORIZATION.....	23
W-9 FORM	24
LEASING PACKET CHECKLIST	28

This page intentionally left blank.



Philadelphia Housing Authority
Building Beyond Expectations

INTRODUCTION

Thank you for your interest in Philadelphia Housing Authority's (PHA's) Housing Choice Voucher Program! The purpose of this Leasing Packet is to help you navigate the leasing process. The Philadelphia Housing Authority (PHA), landlord (referred to as the "owner" in this document), and applicant (referred to as the "tenant" in this document), each have different roles and responsibilities in the leasing process. This packet contains information on tenant and owner responsibilities as well as forms that need to be completed before a unit can be approved. You should review the entire packet, not only the sections which apply to you.

Please pay careful attention to the Leasing Checklist at the end of this document. This page tells you which documents need to be completed and by whom. Note that an incomplete Leasing Packet will not be accepted and attempting to submit an incomplete packet will delay the leasing process. Please read this packet carefully and if you have any questions regarding the leasing process, please contact PHA's Call Center at (215) 684-4300. You can also find more information on PHA's website at http://pha.phila.gov/housing/Housing_Choice/. Thank you!

Once the completed Request for Tenancy Approval (RFTA) and Leasing Packet have been accepted, PHA will:

- Schedule and complete an inspection of the unit;
- Complete a rent reasonableness determination if/when the unit passes inspection;
- Prepare a Lease and Housing Assistance Payment Contract; and
- Schedule and complete Lease and HAP contract execution.

Please note that if the unit does not pass the Housing Quality Standards inspection, and/or if the owner's requested rent is not reasonable, the unit will not be approved. If the unit is not approved, PHA will notify you to start a search for a new unit.



Philadelphia Housing Authority
Building Beyond Expectations

DELIVERY INSTRUCTIONS FOR NEW TENANTS

The completed Request for Tenancy Approval (RFTA) and Leasing Packet must be delivered to the Philadelphia Housing Authority's Housing Choice Voucher Office (by the tenant or by the owner) between the hours of 9 am and 4 pm Monday through Friday. Please note that **PHA cannot move forward until the Leasing Packet and the RFTA are completed in their entirety.**

**Housing Choice Voucher Office
2850 Germantown Avenue
Philadelphia, PA 19133**

DELIVERY INSTRUCTIONS FOR EXISTING TENANTS

For existing Housing Choice Voucher Program tenants who are moving/transferring to a new unit within the HCV program, the tenant or the owner must call the Service Representative to set up an appointment to deliver the completed Leasing Packet.

Team A

**South Philadelphia
1172 South Broad Street
Philadelphia, PA 19146**

Team B

**West Philadelphia
5207 Walnut Street
Philadelphia, PA 19139**

Team C

**Germantown
2850 Germantown Avenue
Philadelphia, PA 19133**

Team D

**North Philadelphia
2850 Germantown Avenue
Philadelphia, PA 19133**

Team E

**Northeast Philadelphia
4346 Frankford Avenue
Philadelphia, PA 19124**



Philadelphia Housing Authority
Building Beyond Expectations

INFORMATION FOR TENANTS

Thank you for your interest in the Philadelphia Housing Authority's Housing Choice Voucher Program. As part of the leasing process, PHA has established tenant requirements that must be followed. Please note that failure to adhere to established policies and procedures might result in delays and/or disapproval of your unit.

If you have any questions regarding the leasing process, please contact PHA's Call Center at **(215) 684-4300**. You can also find more information on PHA's website at http://pha.phila.gov/housing/Housing_Choice/. Thank you.

REQUIRED DOCUMENTS FOR TENANTS

Tenants are required to submit the documents outlined below. Items 1-5 can be found in the Leasing Packet. The items below include the documents which are the sole responsibility of the tenant and the documents where both the tenant and owner signature are required.

1. Important Notice to Owners and Tenants
2. Lead-Based Paint Certification: Tenant
3. Completed Request for Tenancy Approval (RFTA);
4. Tenant Authorization for Direct Deposit of Utility Assistance Payments (optional)
5. Utility Agreement; and
6. The original Voucher, signed and dated by both the Head of Household and a PHA official.



Philadelphia Housing Authority
Building Beyond Expectations

INFORMATION FOR OWNERS

Thank you for your interest in the Philadelphia Housing Authority's Housing Choice Voucher Program. As part of the leasing process, PHA has established owner requirements that must be followed. Please note that failure to adhere to established policies and procedures might result in delays and/or disapproval of your unit.

REQUIRED DOCUMENTS FOR OWNERS

Owners are required to submit the documents outlined below as part of the completed Leasing Packet. The items below include the documents which are the sole responsibility of the owner and the documents where both the tenant and owner signature are required.

1. A current renter's license for each unit, valid until after the lease-up date. If the license expires prior to the lease-up date, the owner must provide the new valid license prior to the lease being signed. PHA may recoup HAP payments made for any time the unit does not have a current rental license.
Licenses can be obtained from: Municipal Services Building, Department of License Issuance Unit, 1401 John F. Kennedy Blvd, Philadelphia, PA 19102 **Rental Licenses without the City Seal will not be accepted**
2. A copy of the Deed of Records (all pages) obtained from City Hall, Room 154 **OR** HUD 1 Settlement Sheet **OR** Bureau of Real Estate Taxes Report;
3. Valid, government-issued photo identification for the owner and agent (where applicable);
4. Verification of Social Security Number or Employer Identification Number (i.e., SSN card or letter from IRS stating Employer Identification Number (EIN)). For EIN verification documents, contact the IRS (800-829-4933) and request LTR-147C;
5. If you represent a Corporation, LLC or owner you must be able to provide verification that you are authorized to sign documents for this tenancy. Such verification may include your name on the EIN document, HUD One Settlement Statement, Charter of Incorporation, Company Website and/or an Agent Agreement.
6. Leasing Checklist
7. Important Notice to Owners and Tenants;
8. Completed Request for Tenancy Approval (RFTA);
9. Utility Agreement;
10. Housing Quality Standards Owner Certification Form;
11. Philadelphia Housing Authority Fraud Policy;
12. Authorization for Direct Deposit of Housing Assistance Payments;
13. W-9 Form;
14. Violence Against Women Act (VAWA) Owner Notice;
15. Agent Authorization (if applicable);
16. Certified Agent Contract (if applicable); and
17. Institute of Real Estate Management Certification **OR** Philadelphia Housing Authority Owner Training Certification.



Philadelphia Housing Authority
Building Beyond Expectations

OWNER CONTACT AND RESOURCE INFORMATION

If you have any questions regarding the leasing process, please contact PHA's Call Center at **(215) 684-4300**. Thank you.

PHA WEBSITE: The following online resources can be accessed directly from the PHA website at www.pha.phila.gov

- **Landlord Data Center:** The landlord data center can be accessed from PHA's home page or by selecting the option Housing Choice Voucher Program from the menu on the left side of the home page. Follow the prompts to Landlord Data Center. Only landlords registered with PHA will have full access to the data center.
- **Landlord Information:** Additional landlord information can be accessed by selecting "Housing", then select "Housing Choice Voucher", then from the menu on the left side of the page select "Landlord Information".
- **Facebook:** PHA has a Facebook page for HCV Landlords. The link to the HCV Landlord Facebook page can be found by selecting "Housing", then select "Housing Choice voucher", then select "Landlord Information". On the right side of the screen is a Facebook link which will bring you to the HCV Landlord page on Facebook.

E-MAIL

- Questions may be submitted via email to PHA at hcvlandlords@pha.phila.gov.

TELEPHONE

- Owners can call the HCV Call Center at (215) 218-7979 ext. 25246 or ext. 25227.

EMPLOYER IDENTIFICATION NUMBER (EIN) VERIFICATION

- Contact the Internal Revenue Service (IRS) at 1-800-829-4933 and request LTR-147



OWNER BRIEFING SESSION

If you are a new owner to the Housing Choice Voucher Program, you must attend the Owner Briefing Session. Attendance at an Owner Briefing Session must be completed before a landlord can list a property, schedule a Housing Quality Inspection or enter into a HAP contract. Additionally, if you have not completed Owner Certification Training, you must sign up and attend this training session as a condition for participation in the HCV program (further information below)

PHA conducts Landlord Briefing Sessions every Wednesday from 6pm-8pm at:

Housing Choice Voucher Program Administration Office
2850 Germantown Avenue
Philadelphia, PA 19133

Please note: There are 35 open seats and availability is on a first come, first served basis. No one will be admitted to the briefing session after 6:15pm.

OWNER CERTIFICATION TRAINING

The second step to becoming an HCV landlord is to sign up for the HCV Owner Certification Training. This training is free-of-charge but mandatory for continued participation in the Housing Choice Voucher program. Landlords can sign up for the Owner Certification Training at the Wednesday night briefing session or by calling 215-684-4370. Failure to attend this training is considered non-compliance and will result in abatement/withholding of your Housing Assistance Payments.

The training sessions are conducted by PHA staff and will help owners understand HCV program regulations and PHA policies. It covers how the HCV program works, your rights and responsibilities as a participating property owner and how you can effectively conduct business with PHA.



Philadelphia Housing Authority
Building Beyond Expectations

OWNER CERTIFICATION REQUIREMENTS

PHA will conduct owner certifications for new owners prior to approving tenancy. The list below includes PHA's owner requirements. Please note that these requirements are consistent with maintaining PHA, local and HUD requirements for the HCV program. PHA will verify that the owner:

- Has attended at least one Owner Briefing Session and Owner Certification Training.
- Has a current valid rental license;
- Is current on all State and local taxes, fines, assessments and/or payment agreements related to real estate taxes;
- Is current on all utility payments;
- Is current on any existing payment agreements for outstanding city tax and/or utility payment obligations. If no payment agreement is in effect and there are outstanding city tax and/or utility payment obligations, the owner will be required to make payment in full or establish a payment agreement in order to receive consideration for a lease;
- Has verified ownership by producing a copy of the Deed of Record or a HUD 1 Settlement Statement, provided that the owner name is an exact match;
- Has provided a verified Employer Identification Number or verified Social Security Number;
- Has provided a valid government issued photo identification and presents such at lease execution;
- Agrees to Direct Deposit of Housing Assistance Payments;
- Has an accredited/certified real estate property manager if the owner's primary residence or office is more than 25 miles outside of Philadelphia,
- Has provided a property management agreement if a property management company, agent or representative is used to oversee the property and a valid government issued photo identification for the agent;
- Houses purchased through the Sheriff's Department require a decree acknowledging the cost and payment including taxes at the time of settlement; and
- PHA will not approve the assisted tenancy if PHA has been informed that the owner has been debarred, suspended, or subject to a limited denial of participation under 24 C.F.R. part 24.
- Completes the Lead-Based Paint/Hazard Disclosure included in PHA's model Lease Agreement, disclosing the presence of known lead-based paint and lead-based paint hazards in housing built before 1978.



Philadelphia Housing Authority
Building Beyond Expectations

OWNER TAX CHECK AND RENTAL LICENSE REQUIREMENT

Owners who do not comply with program requirements will be given ten (10) business days from the date of notification to provide proof that the open items/debts are completed/satisfied. Failure to adjudicate these matters may cause your property to be denied acceptance into the program or may result in termination from the program.

If a City Revenue Check reveals that you owe money related to fines, state or local taxes, assessments, utilities and/or related payment agreements and/or that you do not have a rental license, or that your rental license is expired, then you may be disapproved for participation or terminated from the program.

PHA may abate or place a hold on Housing Assistance Payments or terminate the HAP contract if regular owner certification requirements are not satisfied.



Philadelphia Housing Authority
Building Beyond Expectations

BASIC OWNER RESPONSIBILITIES

The basic owner responsibilities in the HCV program are outlined in the regulations and include the following:

- Perform all of the owner's obligations under the Housing Assistance Payments (HAP) contract, the HUD Tenancy Addendum and the lease. If there is a conflict between the lease and the HAP/HUD Tenancy Addendum, the HAP/HUD Tenancy Addendum prevails;
- Have PHA approval before moving a tenant into the unit;
- Maintain the unit in accordance with the Housing Quality Standards (HQS), including performance of ordinary and extraordinary maintenance;
- Comply with equal opportunity requirements;
- Prepare and furnish to PHA information required under the HAP contract;
- Collect from the family any security deposit, the tenant's contribution to rent (the part of rent to owner not covered by the housing assistance payment from PHA), and any charges for unit damage by the family;
- Enforce tenant obligations under the dwelling lease;
- Make modifications to a dwelling unit occupied or to be occupied by a disabled person;
- Provide valid rental licenses on an annual basis;
- Remain current on all city, state, and local taxes, fines, assessments and/or payment agreements related to real estate taxes; and
- Comply with the Violence Against Women Reauthorization Act of 2005 (VAWA) when screening and terminating tenants.
- In accordance with applicable fair housing laws and other requirements, owners are responsible for screening tenants prior to occupancy;
- Agree to a two year initial lease agreement and an approved contract rent;
- Provide a letter of good standing for existing tenants who request to move from existing units.



Philadelphia Housing Authority
Building Beyond Expectations





Philadelphia Housing Authority
Building Beyond Expectations

IMPORTANT NOTICE TO OWNERS AND TENANTS

Submission of the Leasing Packet

PHA will not accept any Request for Tenancy Approvals (RFTAs) unless all Leasing Packet forms have been completed and executed. Your RFTA will be refused until all tenant and owner submissions are complete.

PHA is NOT authorized to pay any rental subsidy until the unit has a PHA approved HQS inspection AND a PHA approved rent. There will be no subsidy payments for any period prior to the inspection and rent approval dates. If a tenant moves into a unit prior to the PHA approved inspection and rent the tenant will be responsible for the entire rent for that period. **No subsidy payment will be released to the owner until there is an approved inspection, approved rent, executed lease and executed HAP contract.** If you have a question as to whether an inspection and/or rent has been approved please call **(215) 684-4300**.

Illegal Side Payments

Except for the rent to owner, owners may not charge any additional amounts and/or receive any payments or other consideration (from the family, the PHA, HUD, or any other public or private source) for rental of the contract unit during the HAP contract term. **Owners charging tenants illegal side payments are considered to be in breach of the HAP contract. PHA may pursue recovery of overpayments, suspension of housing assistance payments, abatement or other reduction of housing assistance payments, termination of housing assistance payments, and termination of the HAP contract.**

Tenant:

I have read, understood, and agree to the above statements.

Print Tenant Name

Signature

Date

Owner:

I have read, understood, and agree to the above statements.

Print Owner Name

Signature

Date

This page intentionally left blank.



Philadelphia Housing Authority
Building Beyond Expectations

LEAD-BASED PAINT CERTIFICATION: TENANT

Your apartment or house may contain lead-based paint. It is important that you protect your family from lead in your home.

1. Do you have any children **UNDER SIX (6) YEARS OF AGE?** Yes No
2. If yes, have they ever been tested for lead? Yes No
3. If yes, list the children's names, the date tested and the results below:

Name	Date Tested	Positive	Negative

* If test results are positive, PHA must receive a copy of the test results from a medical professional within 30 days.

4. Do any of your children currently show symptoms of lead toxicity? Yes No

Symptoms include:

- Loss of appetite
- Irritability
- Vomiting
- Slowdown of playful activity
- Slowness in development

If you suspect that your child has been exposed to lead-based paint, contact the Childhood Lead Poisoning Prevention Program (CLPPP) at (215) 685-2788 to have your child tested **immediately**.

I hereby certify that the above information is correct and that I have been given a copy of the pamphlet, "Protect Your Family From Lead in Your Home".

Signature of Head of Household or Spouse

Date

This page intentionally left blank.

REQUEST FOR TENANCY APPROVAL (RFTA)

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. 4/30/2014)

Public reporting burden for this collection of information is estimated to average .08 hours per response, including the time for reviewing instructions, searching existing data sources, gathering and maintaining the data needed, and completing and reviewing the collection of information. This agency may not conduct or sponsor, and a person is not required to respond to, a collection of information unless that collection displays a valid OMB control number. Assurances of confidentiality are not provided under this collection. Eligible families submit this information to the Public Housing Authority (PHA) when applying for housing assistance under Section 8 of the U.S. Housing Act of 1937 (42 U.S.C. 1437f). The PHA uses the information to determine if the family is eligible, if the unit is eligible, and if the lease complies with program and statutory requirements. Responses are required to obtain a benefit from the Federal Government. The information requested does not lend itself to confidentiality.

1. Name of Public Housing Agency (PHA)			2. Address of Unit (street address, apartment number, city, State & zip code)			
3. Requested Beginning Date of Lease	4. Number of Bedrooms	5. Year Constructed	6. Proposed Rent	7. Security Deposit Amt.	8. Date Unit Available for Inspection	

9. Type of House/Apartment
 Single Family Detached
 Semi-Detached / Row House
 Manufactured Home
 Garden / Walkup
 Elevator / High-Rise

10. If this unit is subsidized, indicate type of subsidy
 Section 202
 Section 221(d)(3)(BMIR)
 Section 236 (Insured or noninsured)
 Section 515 Rural Development
 Home
 Tax Credit
 Other (Describe Other Subsidy, Including Any State or Local Subsidy) _____

11. Utilities and Appliances
 The owner shall provide or pay for the utilities and appliances indicated below by an "O". The tenant shall provide or pay for the utilities and appliances indicated below by a "T". Unless otherwise specified below, the owner shall pay for all utilities and appliances provided by the owner.

Item	Specify fuel type	Provided by	Paid by
Heating	<input type="checkbox"/> Natural gas <input type="checkbox"/> Bottle gas <input type="checkbox"/> Oil <input type="checkbox"/> Electric <input type="checkbox"/> Coal or Other		
Cooking	<input type="checkbox"/> Natural gas <input type="checkbox"/> Bottle gas <input type="checkbox"/> Oil <input type="checkbox"/> Electric <input type="checkbox"/> Coal or Other		
Water Heating	<input type="checkbox"/> Natural gas <input type="checkbox"/> Bottle gas <input type="checkbox"/> Oil <input type="checkbox"/> Electric <input type="checkbox"/> Coal or Other		
Other Electric			
Water			
Sewer			
Trash Collection			
Air Conditioning			
Refrigerator			
Range/Microwave			
Other (specify)			

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 own 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 as to whether or not the unit will be approved.

Print or Type Name of Owner/Owner Representative		Print or Type Name of Household Head	
Signature		Signature (Household Head)	
Business Address		Present Address of Family (street address, apartment no., city, State, & zip code)	
Telephone Number	Date (mm/dd/yyyy)	Telephone Number	Date (mm/dd/yyyy)



Philadelphia Housing Authority
Building Beyond Expectations

TENANT AUTHORIZATION FOR DIRECT DEPOSIT OF UTILITY ASSISTANCE PAYMENTS (Optional Form)

Tenant Name: _____ Telephone: _____

Unit Information: _____
Street Apt # City State Zip

Please Select One:

- Update** Please check this box if you currently receive direct deposit of Utility Assistance Payments from PHA and you would like to update your banking information.
- Add** Please check this box to add banking information if this is your first time enrolling to receive direct deposit of Utility Assistance Payments from PHA.

Bank Account Information

I HEREBY AUTHORIZE the Philadelphia Housing Authority to initiate credit entries to my account.

Select One: Checking Savings

Please indicate below the Financial Institution where you wish the Utility Assistance Payments to be deposited:

Name of Financial Institution: _____

City: _____ State: _____

Routing Number: _____ Account Number: _____

Please attach a copy of a valid government-issued photo ID and a voided check (or a letter from the bank, on their letterhead, with the routing number, your account name, and account number) to this form.

Authorization Confirmation

THIS AUTHORIZATION IS TO REMAIN IN FULL FORCE AND EFFECT UNTIL THE PHILADELPHIA HOUSING AUTHORITY HAS RECEIVED WRITTEN NOTIFICATION FROM ME OF ITS TERMINATION IN SUCH TIME AND IN SUCH MANNER AS TO AFFORD THE PHILADELPHIA HOUSING AUTHORITY AND THE FINANCIAL INSTITUTION A REASONABLE OPPORTUNITY TO ACT ON IT.

Tenant Name: _____ Social Security #: _____

Date: _____ Signature: _____

VALID IDENTIFICATION IS REQUIRED TO MAKE DIRECT DEPOSIT CHANGE
YOU MUST VERIFY THE ROUTING NUMBER WITH YOUR BANK PRIOR TO SUBMITTING FOR PROCESSING

This page intentionally left blank.

This page intentionally left blank.



COMMON INSPECTIONS VIOLATIONS

At the time of inspection, the unit should be “move-in” ready. Provided below is a list of common inspections violations you may wish to review. If any of these violations are observed during the inspection, the unit may fail.

Other Hazards

- Cellar – Remove and replace unsafe structural elements
- Cellar – Remove unsafe equipment
- Cellar – Discontinue the storage of combustible materials
- The unit is unfit for human habitation, being referred to License & Inspections

Exterior Surfaces

- Maintain the premises free of weeds
- Grade premises to prevent accumulation of water
- Repair detached garage
- Remove inoperable vehicle(s)
- Repair leaking deck 2nd floor
- Replace or repair defective or missing drip edge/front/side/rear
- Repair defective thresholds

Sewer Conditions

- Remove obstruction from building drainage system
- Replace missing clean out plug
- Replace leaking sections of soil

Tub or Shower

- Seal joint between tub and wall
- Repair or replace leaking ballcock to prevent discharge to exterior of flush tank
- Provide tub/shower walls and partitions of water-resistant material
- Repair or replace leaking flush elbow on toilet
- Reset and secure loose or leaking toilet seat
- Repair or replace defective flushing mechanism on toilet

Wall & Ceiling Condition

- Remove or replace loose wallpaper

Other Interior Hazards

- Discontinue use of basement for sleeping purposes

Electrical Hazards

- Install additional wall mounted receptacles, of the ground type
- Provide at least one grounded type receptacle in laundry area
- Provide at least a 20-ampere circuit to serve the power load
- Provide individual branch circuits as required to comply with the electrical code

- Install fuses or circuit breaker of correct ampere rating

Interior Stairs and Halls

- Provide at least one light over each entrance from the street and in prominent areas
- Provide at least one light on each floor.

Water Heater

- Supply water heater with combustion air to prevent incomplete combustion
- Relocate water heater from the bathroom/bedroom to prevent asphyxiation
- Provide a uniform upward slope on water heater smoke pipe
- Install water heater smoke pipe in diameter to vent outlet or collar on water heater
- Provide an approved chimney for water heater
- Seal opening around water heater smoke pipe with sound material
- Install an approved draft-diverted water heater
- Replace defective smoke pipe on water heater with sound material

Safety of Heating Equipment

- Repair or replace defective combustion chamber/flue passages of furnace boiler
- Repair or replace leaking steam/hot water boiler
- Remove rusted through or defective smoke pipe to inner face of chimney flue lining
- Repair or replace leaking steam/hot water boiler

Adequacy of Heating Equipment

- Remove obstruction from heat/return registrants
- Replace missing sections of heat/return air ducts
- Remove obstruction and debris from chimney
- Seal unused openings in chimney with non-combustible materials

Floor Condition

- Provide floor surface in bathroom that is substantially impervious to water

Fire Exits

- Remove ice and snow from exterior stairway and/or fire escapes
- Remove the accumulation of rubbish, garbage or other materials from stairway
- Repair or replace hardware of fire door
- Provide safe, continuous and unobstructed means of egress from unit

This page intentionally left blank.



Philadelphia Housing Authority
Building Beyond Expectations

HOUSING QUALITY STANDARDS OWNER CERTIFICATION

Property Address: Street

Apt #

City

State

Zip

The following items represent basic Housing Quality Standards (HQS) the unit must satisfy to qualify for the Housing Choice Voucher Program. Please ensure your unit is fully compliant with these items:

- The unit has a living room, kitchen, and bathroom. The unit has at least one living/sleeping room for every two people in the tenant's family.
- The bathroom has a private toilet, sink, and bathtub or shower with hot and cold running water.
- The kitchen has a refrigerator (may be supplied by the tenant), stove, sink with hot and cold running water, and adequate storage, preparation and service space.
- The bathroom and kitchen have an operable window, skylight, or exhaust fan
- The living room and bedroom(s) have a window that can be opened.
- The sidewalk, steps, porch, etc. outside the unit are level and free from any tripping hazards.
- The walls and ceilings do not bulge, sag, or lean. Floors are level and free from any tripping hazards.
- There are no exposed wires or exposed electrical outlets in the unit or building. All electrical outlets are properly wired and properly grounded if applicable.
- There are no holes in the walls of the unit or the building.
- There are no water stains on the walls or ceiling or other evidence that the roof leaks.
- All windows and exterior doors are weatherized.
- The unit is adequately heated (68° F in winter).
- The unit is clean, in good condition, and ready for occupancy or continued occupancy.
- There is no evidence of rats, mice, or other vermin.
- All required smoke and CO² detectors are present and operable.
- There is an extension pipe and release valve on the hot water heater.
- All utilities are connected.
- The unit is currently vacant, unless the current tenant is leasing in place.
- If the unit is an apartment, there is a private entrance for the unit from the hallway.
- If the building has an elevator, it is operable and has all necessary certifications.
- There is a handrail wherever there are four or more steps, whether inside or outside the unit.
- The unit is currently vacant, unless the current tenant is leasing in place.
- If a child under six (6) lives in the unit and the unit was built before January 1, 1978 any deteriorated paint surfaces (i.e. cracking, scaling, chipping, peeling or loose paint) must be stabilized. This includes paint surfaces in the unit, the common areas servicing the unit, and the exterior associated with the unit or common areas.

I certify that the unit listed above is in compliance with these HQS requirements to the best of my knowledge, information and belief. I also understand that false information or a false statement is grounds for termination from the Housing Choice Voucher Program.

Owner/Agent Signature

Date

This page intentionally left blank.



FRAUD POLICY

1. FRAUD

For the purposes of this policy, and in concurrence with the PHA Offices of the Inspector General's (OIG) mandate, "fraud" includes fraudulent activity by any person employed by or contracted with the PHA; bribery and official corruption; theft of PHA funds, property or benefits, and serious breaches of integrity. Some examples of activities covered include: extortion/extortion attempts by PHA employees or officials, acceptance or solicitation of bribes, submission of fraudulent documents, employee collusion with contractors or vendors, material misstatements of facts in the contracts or documents relating to services performed or materials provided, bid rigging and disclosure of confidential information.

2. COVERED PARTIES

This policy will cover:

- a. All PHA employees and officials;
- b. All new contractors, subcontractors, vendors and consultants doing business with the PHA;
- c. All owners of housing whom receive subsidies from PHA; and
- d. Any other individual or entity doing business with or seeking to do business with PHA.

3. RESPONSIBILITIES

All "covered parties" must report any type of fraud when they become aware of such activity and must cooperate fully with the OIG in any ensuing investigation.

Fraud must be reported to a representative of the PHA's OIG, 3100 Penrose Ferry Avenue, Philadelphia, PA 19145, (215) 684-8300, or oig@pha.phila.gov.

Management officials will support the Fraud Policy and ensure compliance with this policy.

4. PENALTIES FOR FAILURE TO REPORT FRAUD

Penalties for failure to report fraud in a timely manner can include: disciplinary action, up to and including dismissal, against PHA employees and officials; loss of contract and/or debarment from future contracts by contractors, subcontractors, vendors and any other individuals or entity doing business with the PHA; and other action deemed appropriate by PHA officials.

5. AWARENESS AND ACKNOWLEDGEMENT OF FRAUD POLICY BY COVERED PARTIES

The following individuals will be required to sign this policy acknowledging that they have read it, will adhere to it, and are aware of the penalties for failure to comply: all new PHA employees and officials, all new contractors, subcontractors and consultants; and other individuals and/or representatives of companies which do business with the PHA.

6. CONFIDENTIALITY

All information reported to the OIG is confidential, and the identity of those reporting information to the OIG will be protected.

7. WHISTLE BLOWER PROTECTION

Anyone who provides information to the OIG may be not discharged, demoted or otherwise subject to any adverse action as a result of reporting wrong doing. Any person who retaliates against someone for reporting wrongdoing may be subject to disciplinary action and/or civil liabilities and penalties.

PHA management supports the position that "whistle blowers" will be protected and commended for their honesty and dedication to the PHA.

ACKNOWLEDGEMENT: I am aware of the contents of this policy and the possible penalties for failure to comply with this policy.

Owner/Agent Signature

Owner/Agent Name (Printed)

Tax ID # (SSN) / Employer Identification Number

Date



Philadelphia Housing Authority
Building Beyond Expectations

VAWA: OWNER NOTICE

In January 2005, a law known as Violence Against Women Act or “VAWA” was signed and approved by the President. VAWA provides new protections for victims of domestic violence, dating violence and stalking who are tenants of public housing or who are assisted with Housing Choice Voucher Program rental assistance.

You should know that:

1. **Admissions:** If an applicant is or has been the victim of domestic violence, dating violence, or stalking (PHA’s Administrative Plan contains the VAWA policies and definitions and is available upon request), this is not an appropriate basis on which to deny program assistance or to deny admission if the applicant otherwise qualifies for assistance or admission.

2. Lease terms:

- An incident or incidents of actual or threatened domestic violence, dating violence, or stalking will not be considered to be a “serious or repeated” violation of the lease by the victim or threatened victim of that violence and shall not be good cause for terminating the assistance, tenancy or occupancy rights of the victim of that violence.
- Additionally, you may not terminate a tenancy, assistance or occupancy rights as a result of criminal activity, if that criminal activity is directly related to domestic violence, dating violence or stalking engaged in by a member of a household, a guest or another person under the control of that household, and another household member is the victim.

However there are some limitations to these protections:

- You *may* terminate tenancy and/or assistance if you can demonstrate “an actual and imminent threat” to other tenants or to persons employed at or providing services to the development.
- If a tenant claims protection under VAWA against termination of tenancy or assistance, you may ask the tenant to deliver a certification, which the tenant must provide in 14 days, concerning the incident or incidents that raises the VAWA protections.

3. **Certification:** For certification of a claim, PHA requires a completed Certification of Domestic Violence, Dating Violence, or Stalking (HUD Form-50066), which the tenant can request from his/her Service Representative. In addition to the HUD-approved form, PHA will also require either a police report or court record, or documentation signed by an employee, agent, or volunteer of a victim service provider, an attorney, or medical professional, from whom the victim has sought assistance in addressing domestic violence, dating violence, or stalking, or the effects of abuse, in which the professional attests under penalty of perjury under 28 U.S.C. 1746 to the professional’s belief that the incident or incidents in question are bona fide incidents of abuse, and the victim of domestic violence, dating violence, or stalking has signed or attested to the documentation. *The tenant must deliver the certification within 14 business days after receipt of your request for certification or the tenant may not claim protection under VAWA.*

4. **Confidentiality:** Information provided by a tenant about an incident or incidents of domestic violence, dating violence or stalking *must* be held by the owner, manager, and/or PHA in confidence and not shared without the tenant’s consent, *except that this information may be disclosed in an eviction proceeding or otherwise as necessary to meet the requirements of law.*

5. **Removal of/Termination of Assistance to Perpetrator of Physical Violence:** An owner or manager may terminate the tenancy of and evict a tenant or other lawful occupant, and/or PHA may terminate assistance to a participant in the Housing Choice Voucher Program, who engages in criminal acts of physical violence against family members or others. This action may be taken against the individual alone, without evicting, terminating the tenancy of, removing, denying assistance to, or otherwise penalizing other household members.

6. **Evictions.** Owners, managers and PHA must make tenants aware of their rights under VAWA.

7. **Moving to Another Location.** If a household is otherwise in compliance with its lease and other HCV Program requirements, and the tenant reasonably believes that the household must relocate to protect a member of the household from an imminent threat of harm by domestic violence, dating violence, or stalking, PHA may issue a voucher to the household to permit a move (port) to another location even though this action would break an existing lease. PHA may request the certification described above before issuing the voucher.

8. **For Additional Information:** New Owners: contact the Eligibility department. Existing Owners: contact your Service Representative at your Site Office.

I HAVE READ AND DO UNDERSTAND THIS INFORMATION

Owner/Agent Signature

Date



Philadelphia Housing Authority
Building Beyond Expectations

OWNER AUTHORIZATION FOR DIRECT DEPOSIT OF HOUSING ASSISTANCE PAYMENTS

Owner Name: _____ Vendor ID: _____

Unit Information

Unit Information: _____
Street Apt # City State Zip

Please Select One:

- No Change** Please check this box only if this unit has previously been part of the HCV program and there are no banking updates.
- Update** Please check this box if this unit has previously been part of the HCV program and you would like to update your banking information for all units recorded under this Federal Tax ID, (If checked, complete information below).
- Add** Please check this box to add banking information if this unit is new to the HCV program, (If checked, complete information below).

Bank Account Information

Do not fill out this section if there is no change in Direct Deposit information.

Payee Name: _____ Telephone: _____

I HEREBY AUTHORIZE the Philadelphia Housing Authority to initiate credit entries to my account.

Select One: Checking Savings

Please indicate below the Financial Institution where you wish the Housing Authority Payments to be deposited:

Name of Financial Institution: _____

City: _____ State: _____

Routing Number: _____ Account Number: _____

Please attach a copy of a valid government-issued photo ID and a voided check (or a letter from the bank, on their letterhead, with the routing number, your account name, and account number) to this form.

Authorization Confirmation

THIS AUTHORIZATION IS TO REMAIN IN FULL FORCE AND EFFECT UNTIL THE PHILADELPHIA HOUSING AUTHORITY HAS RECEIVED WRITTEN NOTIFICATION FROM THE OWNER/AGENT OF ITS TERMINATION IN SUCH TIME AND IN SUCH MANNER AS TO AFFORD THE PHILADELPHIA HOUSING AUTHORITY AND THE FINANCIAL INSTITUTION A REASONABLE OPPORTUNITY TO ACT ON IT.

Owner Name: _____ Tax ID #: _____

Date: _____ Signature: _____

VALID IDENTIFICATION IS REQUIRED TO MAKE DIRECT DEPOSIT CHANGE
YOU MUST VERIFY THE ROUTING NUMBER WITH YOUR BANK PRIOR TO SUBMITTING FOR PROCESSING

This page intentionally left blank.



Philadelphia Housing Authority
Building Beyond Expectations

AGENT AUTHORIZATION

If there is an existing Agent Authorization or Management Agreement in place for this unit, please attach to the Leasing Packet. If there is not an Agent Authorization or Management Agreement in place, this authorization is to be completed by the legal owner of the designated property when an individual or entity, other than the owner, will be managing the property. Please keep a copy of this authorization on file.

Property Address: _____
Street Apt # City State Zip

Tenant Name: _____

AUTHORIZATION

I, _____, hereby authorize
(Owner's Name)
_____, known as my Agent,
(Agent's Name)
to conduct the following business with the Philadelphia Housing Authority (PHA) on my behalf for the above captioned unit.

Please indicate the agent's authorized responsibilities:

- Contract with PHA and tenant (i.e. negotiate rent, execute tenant lease and HAP contract) Yes No
- Receive Housing Assistance Payment (HAP) and tenant rental payments Yes No
- Grant access to the rental unit Yes No
- Access contract and payment information Yes No
- Maintain the unit and responsibility for repairs and inspections Yes No
- Inform the Owner of obligations under 42 U.S.C. 4852d and is responsible for ensuring compliance Yes No

AGENT CONTACT INFORMATION

Contact information for my Agent is as follows:

Company Name: _____

Contact Name: _____

Address: _____

Phone Number: _____ Fax Number: _____

E-Mail Address: _____

If the Agent's responsibilities are described in a separate agreement, I will provide a copy of that document and any amendments thereto to PHA. I acknowledge that the appointment of the Agent does not in any way abridge, negate, modify or otherwise eliminate my/our responsibilities and requirements under the Housing Assistance Payments (HAP) Contract with PHA and that I am responsible for ensuring that the Agent and Property comply in all respects with such responsibilities and requirements.

Signature of Legal Owner

Date

Signature of Agent

Date

This page intentionally left blank.

W-9 FORM

Form **W-9**
(Rev. December 2011)
Department of the Treasury
Internal Revenue Service

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: <input type="checkbox"/> Individual/sole proprietor <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) ▶ _____ <input type="checkbox"/> Other (see instructions) ▶ _____	
	<input type="checkbox"/> 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.

Social security number									

Note. If the account is in more than one name, see the chart on page 4 for guidelines on whose number to enter.

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.

The person who gives Form W-9 to the partnership for purposes of establishing its U.S. status and avoiding withholding on its allocable share of net income from the partnership conducting a trade or business in the United States is in the following cases:

- The U.S. owner of a disregarded entity and not the entity,
- The U.S. grantor or other owner of a grantor trust and not the trust, and
- The U.S. trust (other than a grantor trust) and not the beneficiaries of the trust.

Foreign person. If you are a foreign person, do not use Form W-9. Instead, use the appropriate Form W-8 (see Publication 515, Withholding of Tax on Nonresident Aliens and Foreign Entities).

Nonresident alien who becomes a resident alien. Generally, only a nonresident alien individual may use the terms of a tax treaty to reduce or eliminate U.S. tax on certain types of income. However, most tax treaties contain a provision known as a "saving clause." Exceptions specified in the saving clause may permit an exemption from tax to continue for certain types of income even after the payee has otherwise become a U.S. resident alien for tax purposes.

If you are a U.S. resident alien who is relying on an exception contained in the saving clause of a tax treaty to claim an exemption from U.S. tax on certain types of income, you must attach a statement to Form W-9 that specifies the following five items:

1. The treaty country. Generally, this must be the same treaty under which you claimed exemption from tax as a nonresident alien.
2. The treaty article addressing the income.
3. The article number (or location) in the tax treaty that contains the saving clause and its exceptions.
4. The type and amount of income that qualifies for the exemption from tax.
5. Sufficient facts to justify the exemption from tax under the terms of the treaty article.

Example. Article 20 of the U.S.-China income tax treaty allows an exemption from tax for scholarship income received by a Chinese student temporarily present in the United States. Under U.S. law, this student will become a resident alien for tax purposes if his or her stay in the United States exceeds 5 calendar years. However, paragraph 2 of the first Protocol to the U.S.-China treaty (dated April 30, 1984) allows the provisions of Article 20 to continue to apply even after the Chinese student becomes a resident alien of the United States. A Chinese student who qualifies for this exception (under paragraph 2 of the first protocol) and is relying on this exception to claim an exemption from tax on his or her scholarship or fellowship income would attach to Form W-9 a statement that includes the information described above to support that exemption.

If you are a nonresident alien or a foreign entity not subject to backup withholding, give the requester the appropriate completed Form W-8.

What is backup withholding? Persons making certain payments to you must under certain conditions withhold and pay to the IRS a percentage of such payments. This is called "backup withholding." Payments that may be subject to backup withholding include interest, tax-exempt interest, dividends, broker and barter exchange transactions, rents, royalties, nonemployee pay, and certain payments from fishing boat operators. Real estate transactions are not subject to backup withholding.

You will not be subject to backup withholding on payments you receive if you give the requester your correct TIN, make the proper certifications, and report all your taxable interest and dividends on your tax return.

Payments you receive will be subject to backup withholding if:

1. You do not furnish your TIN to the requester,
2. You do not certify your TIN when required (see the Part II instructions on page 3 for details),
3. The IRS tells the requester that you furnished an incorrect TIN,
4. The IRS tells you that you are subject to backup withholding because you did not report all your interest and dividends on your tax return (for reportable interest and dividends only), or
5. You do not certify to the requester that you are not subject to backup withholding under 4 above (for reportable interest and dividend accounts opened after 1983 only).

Certain payees and payments are exempt from backup withholding. See the instructions below and the separate Instructions for the Requester of Form W-9.

Also see *Special rules for partnerships* on page 1.

Updating Your Information

You must provide updated information to any person to whom you claimed to be an exempt payee if you are no longer an exempt payee and anticipate receiving reportable payments in the future from this person. For example, you may need to provide updated information if you are a C corporation that elects to be an S corporation, or if you no longer are tax exempt. In addition, you must furnish a new Form W-9 if the name or TIN changes for the account, for example, if the grantor of a grantor trust dies.

Penalties

Failure to furnish TIN. If you fail to furnish your correct TIN to a requester, you are subject to a penalty of \$50 for each such failure unless your failure is due to reasonable cause and not to willful neglect.

Civil penalty for false information with respect to withholding. If you make a false statement with no reasonable basis that results in no backup withholding, you are subject to a \$500 penalty.

Criminal penalty for falsifying information. Willfully falsifying certifications or affirmations may subject you to criminal penalties including fines and/or imprisonment.

Misuse of TINs. If the requester discloses or uses TINs in violation of federal law, the requester may be subject to civil and criminal penalties.

Specific Instructions

Name

If you are an individual, you must generally enter the name shown on your income tax return. However, if you have changed your last name, for instance, due to marriage without informing the Social Security Administration of the name change, enter your first name, the last name shown on your social security card, and your new last name.

If the account is in joint names, list first, and then circle, the name of the person or entity whose number you entered in Part I of the form.

Sole proprietor. Enter your individual name as shown on your income tax return on the "Name" line. You may enter your business, trade, or "doing business as (DBA)" name on the "Business name/disregarded entity name" line.

Partnership, C Corporation, or S Corporation. Enter the entity's name on the "Name" line and any business, trade, or "doing business as (DBA) name" on the "Business name/disregarded entity name" line.

Disregarded entity. Enter the owner's name on the "Name" line. The name of the entity entered on the "Name" line should never be a disregarded entity. The name on the "Name" line must be the name shown on the income tax return on which the income will be reported. For example, if a foreign LLC that is treated as a disregarded entity for U.S. federal tax purposes has a domestic owner, the domestic owner's name is required to be provided on the "Name" line. If the direct owner of the entity is also a disregarded entity, enter the first owner that is not disregarded for federal tax purposes. Enter the disregarded entity's name on the "Business name/disregarded entity name" line. If the owner of the disregarded entity is a foreign person, you must complete an appropriate Form W-8.

Note. Check the appropriate box for the federal tax classification of the person whose name is entered on the "Name" line (Individual/sole proprietor, Partnership, C Corporation, S Corporation, Trust/estate).

Limited Liability Company (LLC). If the person identified on the "Name" line is an LLC, check the "Limited liability company" box only and enter the appropriate code for the tax classification in the space provided. If you are an LLC that is treated as a partnership for federal tax purposes, enter "P" for partnership. If you are an LLC that has filed a Form 8832 or a Form 2553 to be taxed as a corporation, enter "C" for C corporation or "S" for S corporation. If you are an LLC that is disregarded as an entity separate from its owner under Regulation section 301.7701-3 (except for employment and excise tax), do not check the LLC box unless the owner of the LLC (required to be identified on the "Name" line) is another LLC that is not disregarded for federal tax purposes. If the LLC is disregarded as an entity separate from its owner, enter the appropriate tax classification of the owner identified on the "Name" line.

Other entities. Enter your business name as shown on required federal tax documents on the "Name" line. This name should match the name shown on the charter or other legal document creating the entity. You may enter any business, trade, or DBA name on the "Business name/disregarded entity name" line.

Exempt Payee

If you are exempt from backup withholding, enter your name as described above and check the appropriate box for your status, then check the "Exempt payee" box in the line following the "Business name/disregarded entity name," sign and date the form.

Generally, individuals (including sole proprietors) are not exempt from backup withholding. Corporations are exempt from backup withholding for certain payments, such as interest and dividends.

Note. If you are exempt from backup withholding, you should still complete this form to avoid possible erroneous backup withholding.

The following payees are exempt from backup withholding:

1. An organization exempt from tax under section 501(a), any IRA, or a custodial account under section 403(b)(7) if the account satisfies the requirements of section 401(f)(2),
 2. The United States or any of its agencies or instrumentalities,
 3. A state, the District of Columbia, a possession of the United States, or any of their political subdivisions or instrumentalities,
 4. A foreign government or any of its political subdivisions, agencies, or instrumentalities, or
 5. An international organization or any of its agencies or instrumentalities.
- Other payees that may be exempt from backup withholding include:
6. A corporation,
 7. A foreign central bank of issue,
 8. A dealer in securities or commodities required to register in the United States, the District of Columbia, or a possession of the United States,
 9. A futures commission merchant registered with the Commodity Futures Trading Commission,
 10. A real estate investment trust,
 11. An entity registered at all times during the tax year under the Investment Company Act of 1940,
 12. A common trust fund operated by a bank under section 584(a),
 13. A financial institution,
 14. A middleman known in the investment community as a nominee or custodian, or
 15. A trust exempt from tax under section 664 or described in section 4947.

The following chart shows types of payments that may be exempt from backup withholding. The chart applies to the exempt payees listed above, 1 through 15.

IF the payment is for . . .	THEN the payment is exempt for . . .
Interest and dividend payments	All exempt payees except for 9
Broker transactions	Exempt payees 1 through 5 and 7 through 13. Also, C corporations.
Barter exchange transactions and patronage dividends	Exempt payees 1 through 5
Payments over \$600 required to be reported and direct sales over \$5,000 ¹	Generally, exempt payees 1 through 7 ²

¹ See Form 1099-MISC, Miscellaneous Income, and its instructions.

² However, the following payments made to a corporation and reportable on Form 1099-MISC are not exempt from backup withholding: medical and health care payments, attorneys' fees, gross proceeds paid to an attorney, and payments for services paid by a federal executive agency.

Part I. Taxpayer Identification Number (TIN)

Enter your TIN in the appropriate box. If you are a resident alien and you do not have and are not eligible to get an SSN, your TIN is your IRS individual taxpayer identification number (ITIN). Enter it in the social security number box. If you do not have an ITIN, see *How to get a TIN* below.

If you are a sole proprietor and you have an EIN, you may enter either your SSN or EIN. However, the IRS prefers that you use your SSN.

If you are a single-member LLC that is disregarded as an entity separate from its owner (see *Limited Liability Company (LLC)* on page 2), enter the owner's SSN (or EIN, if the owner has one). Do not enter the disregarded entity's EIN. If the LLC is classified as a corporation or partnership, enter the entity's EIN.

Note. See the chart on page 4 for further clarification of name and TIN combinations.

How to get a TIN. If you do not have a TIN, apply for one immediately. To apply for an SSN, get Form SS-5, Application for a Social Security Card, from your local Social Security Administration office or get this form online at www.ssa.gov. You may also get this form by calling 1-800-772-1213. Use Form W-7, Application for IRS Individual Taxpayer Identification Number, to apply for an ITIN, or Form SS-4, Application for Employer Identification Number, to apply for an EIN. You can apply for an EIN online by accessing the IRS website at www.irs.gov/businesses and clicking on Employer Identification Number (EIN) under Starting a Business. You can get Forms W-7 and SS-4 from the IRS by visiting IRS.gov or by calling 1-800-TAX-FORM (1-800-829-3676).

If you are asked to complete Form W-9 but do not have a TIN, write "Applied For" in the space for the TIN, sign and date the form, and give it to the requester. For interest and dividend payments, and certain payments made with respect to readily tradable instruments, generally you will have 60 days to get a TIN and give it to the requester before you are subject to backup withholding on payments. The 60-day rule does not apply to other types of payments. You will be subject to backup withholding on all such payments until you provide your TIN to the requester.

Note. Entering "Applied For" means that you have already applied for a TIN or that you intend to apply for one soon.

Caution: A disregarded domestic entity that has a foreign owner must use the appropriate Form W-8.

Part II. Certification

To establish to the withholding agent that you are a U.S. person, or resident alien, sign Form W-9. You may be requested to sign by the withholding agent even if item 1, below, and items 4 and 5 on page 4 indicate otherwise.

For a joint account, only the person whose TIN is shown in Part I should sign (when required). In the case of a disregarded entity, the person identified on the "Name" line must sign. Exempt payees, see *Exempt Payee* on page 3.

Signature requirements. Complete the certification as indicated in items 1 through 3, below, and items 4 and 5 on page 4.

1. Interest, dividend, and barter exchange accounts opened before 1984 and broker accounts considered active during 1983. You must give your correct TIN, but you do not have to sign the certification.

2. Interest, dividend, broker, and barter exchange accounts opened after 1983 and broker accounts considered inactive during 1983. You must sign the certification or backup withholding will apply. If you are subject to backup withholding and you are merely providing your correct TIN to the requester, you must cross out item 2 in the certification before signing the form.

3. Real estate transactions. You must sign the certification. You may cross out item 2 of the certification.

4. Other payments. You must give your correct TIN, but you do not have to sign the certification unless you have been notified that you have previously given an incorrect TIN. "Other payments" include payments made in the course of the requester's trade or business for rents, royalties, goods (other than bills for merchandise), medical and health care services (including payments to corporations), payments to a nonemployee for services, payments to certain fishing boat crew members and fishermen, and gross proceeds paid to attorneys (including payments to corporations).

5. Mortgage interest paid by you, acquisition or abandonment of secured property, cancellation of debt, qualified tuition program payments (under section 529), IRA, Coverdell ESA, Archer MSA or HSA contributions or distributions, and pension distributions. You must give your correct TIN, but you do not have to sign the certification.

What Name and Number To Give the Requester

For this type of account:	Give name and SSN of:
1. Individual	The individual
2. Two or more individuals (joint account)	The actual owner of the account or, if combined funds, the first individual on the account ¹
3. Custodian account of a minor (Uniform Gift to Minors Act)	The minor ²
4. a. The usual revocable savings trust (grantor is also trustee) b. So-called trust account that is not a legal or valid trust under state law	The grantor-trustee ³ The actual owner ¹
5. Sole proprietorship or disregarded entity owned by an individual	The owner ³
6. Grantor trust filing under Optional Form 1099 Filing Method 1 (see Regulation section 1.671-4(b)(2)(i)(A))	The grantor ⁴
For this type of account:	Give name and EIN of:
7. Disregarded entity not owned by an individual	The owner
8. A valid trust, estate, or pension trust	Legal entity ⁴
9. Corporation or LLC electing corporate status on Form 8832 or Form 2553	The corporation
10. Association, club, religious, charitable, educational, or other tax-exempt organization	The organization
11. Partnership or multi-member LLC	The partnership
12. A broker or registered nominee	The broker or nominee
13. Account with the Department of Agriculture in the name of a public entity (such as a state or local government, school district, or prison) that receives agricultural program payments	The public entity
14. Grantor trust filing under the Form 1041 Filing Method or the Optional Form 1099 Filing Method 2 (see Regulation section 1.671-4(b)(2)(i)(B))	The trust

¹ List first and circle the name of the person whose number you furnish. If only one person on a joint account has an SSN, that person's number must be furnished.

² Circle the minor's name and furnish the minor's SSN.

³ You must show your individual name and you may also enter your business or "DBA" name on the "Business name/disregarded entity" name line. You may use either your SSN or EIN (if you have one), but the IRS encourages you to use your SSN.

⁴ List first and circle the name of the trust, estate, or pension trust. (Do not furnish the TIN of the personal representative or trustee unless the legal entity itself is not designated in the account title.) Also see *Special rules for partnerships* on page 1.

*Note. Grantor also must provide a Form W-9 to trustee of trust.

Note. If no name is circled when more than one name is listed, the number will be considered to be that of the first name listed.

Secure Your Tax Records from Identity Theft

Identity theft occurs when someone uses your personal information such as your name, social security number (SSN), or other identifying information, without your permission, to commit fraud or other crimes. An identity thief may use your SSN to get a job or may file a tax return using your SSN to receive a refund.

To reduce your risk:

- Protect your SSN,
- Ensure your employer is protecting your SSN, and
- Be careful when choosing a tax preparer.

If your tax records are affected by identity theft and you receive a notice from the IRS, respond right away to the name and phone number printed on the IRS notice or letter.

If your tax records are not currently affected by identity theft but you think you are at risk due to a lost or stolen purse or wallet, questionable credit card activity or credit report, contact the IRS Identity Theft Hotline at 1-800-908-4490 or submit Form 14039.

For more information, see Publication 4535, Identity Theft Prevention and Victim Assistance.

Victims of identity theft who are experiencing economic harm or a system problem, or are seeking help in resolving tax problems that have not been resolved through normal channels, may be eligible for Taxpayer Advocate Service (TAS) assistance. You can reach TAS by calling the TAS toll-free case intake line at 1-877-777-4778 or TTY/TDD 1-800-829-4059.

Protect yourself from suspicious emails or phishing schemes.

Phishing is the creation and use of email and websites designed to mimic legitimate business emails and websites. The most common act is sending an email to a user falsely claiming to be an established legitimate enterprise in an attempt to scam the user into surrendering private information that will be used for identity theft.

The IRS does not initiate contacts with taxpayers via emails. Also, the IRS does not request personal detailed information through email or ask taxpayers for the PIN numbers, passwords, or similar secret access information for their credit card, bank, or other financial accounts.

If you receive an unsolicited email claiming to be from the IRS, forward this message to phishing@irs.gov. You may also report misuse of the IRS name, logo, or other IRS property to the Treasury Inspector General for Tax Administration at 1-800-366-4484. You can forward suspicious emails to the Federal Trade Commission at: spam@uce.gov or contact them at www.ftc.gov/idtheft or 1-877-IDTHEFT (1-877-438-4338).

Visit IRS.gov to learn more about identity theft and how to reduce your risk.

Privacy Act Notice

Section 6109 of the Internal Revenue Code requires you to provide your correct TIN to persons (including federal agencies) who are required to file information returns with the IRS to report interest, dividends, or certain other income paid to you; mortgage interest you paid; the acquisition or abandonment of secured property; the cancellation of debt; or contributions you made to an IRA, Archer MSA, or HSA. The person collecting this form uses the information on the form to file information returns with the IRS, reporting the above information. Routine uses of this information include giving it to the Department of Justice for civil and criminal litigation and to cities, states, the District of Columbia, and U.S. possessions for use in administering their laws. The information also may be disclosed to other countries under a treaty, to federal and state agencies to enforce civil and criminal laws, or to federal law enforcement and intelligence agencies to combat terrorism. You must provide your TIN whether or not you are required to file a tax return. Under section 3406, payers must generally withhold a percentage of taxable interest, dividend, and certain other payments to a payee who does not give a TIN to the payer. Certain penalties may also apply for providing false or fraudulent information.



Philadelphia Housing Authority
Building Beyond Expectations

LEASING PACKET CHECKLIST

Please check off each document as it is completed. Be sure to return ALL of the completed forms to PHA, otherwise the approval of the unit may be delayed.

IMPORTANT NOTE: If you own or are an officer of a Corporation or LLC you must provide verification that you are authorized to sign documents on behalf of the organization. Such verification may include but not be limited to inclusion of your name on the EIN document, HUD One Settlement Statement, Deed, Charter of Incorporation, Partnership Agreement or your position clearly stated on the company website

Title of Document	Owner/ Agent	Tenant
Original Voucher	N/A	<input type="checkbox"/>
Lead-Based Paint Certification: Tenant	N/A	<input type="checkbox"/>
Authorization for Direct Deposit of Utility Assistance Payments (optional)	N/A	<input type="checkbox"/>
The Original Voucher (signed & dated by the Head of Household and PHA)	N/A	<input type="checkbox"/>
Request for Tenancy Approval	<input type="checkbox"/>	<input type="checkbox"/>
Utility Agreement	<input type="checkbox"/>	<input type="checkbox"/>
Important Notice to Owners and Tenants	<input type="checkbox"/>	<input type="checkbox"/>
Housing Quality Standards Owner Certification	<input type="checkbox"/>	N/A
Fraud Policy	<input type="checkbox"/>	N/A
Violence Against Women Act (VAWA): Owner Notice	<input type="checkbox"/>	N/A
Authorization for Direct Deposit of Housing Assistance Payments (completed by the Owner or Agent)	<input type="checkbox"/>	N/A
Agent Authorization completed by the Owner (if applicable)	<input type="checkbox"/>	N/A
Certified Agent Contract (if applicable)	<input type="checkbox"/>	N/A
W-9 Form (completed for the Payee Only)	<input type="checkbox"/>	N/A
Valid, government-issued photo ID for Owner and Agent (if applicable)	<input type="checkbox"/>	N/A
Third-Party Verification of the payee's SS number using a SS Card, letter from the SSA, or letter from the IRS OR third-Party Verification of the payee's business name and EIN using a letter from the IRS	<input type="checkbox"/>	N/A
Current Rental License	<input type="checkbox"/>	N/A
A copy of the Deed of Records (all pages) obtained from City Hall, Room 154 OR HUD 1 Settlement Sheet OR Bureau of Real Estate Taxes Report	<input type="checkbox"/>	N/A
Institute of Real Estate Management Certification OR Philadelphia Housing Authority Owner Training Certification	<input type="checkbox"/>	N/A

PHA Use Only	
Owner is current on all taxes for the subject property?	<input type="checkbox"/> Yes <input type="checkbox"/> No
Approved by: _____	Date: _____

This page intentionally left blank.