

Wayne Pollard Director of Housing Telephone: (817) 531-7640 Fax: (817) 212-3055 TDD/TTY: (888) 444-2122

Date\_\_\_\_\_

## <u>NOTICE OF REQUIRED OWNER DOCUMENTS FOR PARTICIPATION IN</u> <u>TARRANT COUNTY HOUSING CHOICE VOUCHER PROGRAM</u>

Please respond to the statements below and provide copies of the required documents listed within <u>three (3) business days</u> of prescreening your future tenant.

Statement/Documentation	Yes	No
Are you a NEW landlord/owner to the TCHAO program?		
Is this the <b>first time</b> this unit/property has been on the TCHAO program?		
W-9 must be provided to set up a vendor account for all <u>NEW landlords/</u> owners.		
• Is the W-9 enclosed for the owner/business entity that we will need to send payment to?		
<b>Warranty Deed</b> copy must be provided for the property/unit housing the applicant.		
• Is the Warranty Deed enclosed for the property/unit?		
Affidavit of Ownership form must be completed, signed by the owner and		
submitted.		
• Is the Affidavit of Ownership enclosed for the property/unit?		
ID for Owner and/or Agent copies must be provided.		
• Are copies of the ID of Owner and/or Agent enclosed?		

Additional Requirements and information:

\*\*<u>Out-of-State owners</u> are required to have a local agent to act on their behalf.

**\*\***Owners and/or Agents are required to attend one Landlord Briefing within 60 days of housing a tenant.

**\*\***After HAP contract has been completed it may take <u>up to 60 days</u> to receive your first payment. TCHAO issues paper checks only and does not offer direct deposit at this time.

## Signing of this document certifies that I understand and will comply with all of the above requirements.

Signature of (Owner) (Agent):		
Email	Phone #	
Print Name of Person signing above:		
Print Name of Tenant:		
Property Address:	_ City 2	Zip

