



HOUSING AUTHORITY *of* JOLIET

STEPS TO PUTTING YOUR UNIT IN THE SECTION 8 HOUSING CHOICE VOUCHER PROGRAM

The Housing Authority of Joliet is required by Federal Regulations to inspect and approve all units prior to allowing a Section 8 Housing Choice **Voucher** Program Participant to move into a unit. Contracts between the Housing Authority of Joliet and the landlord and housing assistance payments cannot begin before the unit is approved based on the Housing Quality Standards.

Following these steps will assist in getting your unit under lease quickly.

- While you are searching for a tenant, check your unit for any deficiencies that may cause the unit to fail a housing quality inspection.
- Interview the prospective tenants. Section 8 participants will have a packet with the forms that you are required to sign. The Housing Authority of Joliet will only determine the tenant's eligibility to participate in the Section 8 Program. Landlords should do their own screening process, prior to selecting the tenant.
- Once you have selected the tenant, go through the packet with the tenant and complete the required forms. Either you or the tenant can return the packet to the Housing Authority of Joliet.
- Once the Request for Tenancy Approval is received by the caseworker, the contract rent and the utilities the tenant will be responsible for paying (the gross rent) will be reviewed to ensure it falls within the tenant's affordability. If it does not, the caseworker or the tenant will contact you to negotiate the rent.
- If the gross rent is found to be affordable for the tenant you have chosen, the Request for Tenancy Approval will be turned over to the Inspection Department who will contact you to set an appointment to inspect your unit. We have two (2) HQS Inspectors. Mr. Juricic can be reached at (815) 727-0611 ext. 165 and Will McClellan can be reached at (815) 727-0611, ext. 126
- At the time of the initial inspection, the inspector will go over the contract rent that you are asking for the unit. He must base the amount that he approved on rent reasonableness. The proposed rent for your unit will be compared with other units on the market of similar size, features and amenities.



HOUSING AUTHORITY *of* JOLIET

Page 2 of 2

NOTE: Each Section 8 Participant has been informed of the gross rent amount that is affordable for them. Gross rent is the amount of contract rent plus the allowance for each utility that the tenant is responsible for paying. It is possible that the gross rent for your unit will exceed what is affordable for the tenant. It is also possible that the gross rent that is affordable for the tenant may exceed what is determined to be a reasonable rent for your unit. IF the gross rent for your unit exceeds what is affordable for the tenant you have selected, they can not accept the unit unless you are willing to lower the contract rent to an amount that will make the unit affordable.

- When the repairs, if any needed, are completed, the unit approved and the contract rent determined, the inspector will turn the inspection report over to the caseworker. The caseworker will then contact both you and your new tenant to set an appointment for both of you to come into the office for a signature briefing. At the time of the appointment for the signature briefing, you must bring a copy of the lease you will enter into with the tenant. You will also need to present proof of ownership.
- Please remember you must allow approximately five business days from the date the inspector approves the unit for them to complete their paperwork and turn the finalized inspection report in to the caseworker. (Sometimes it will be faster; sometimes not.) The caseworker cannot set the signature briefing until they have the finalized inspection report.
- **Please do not allow your tenant to move in before receiving approval.**
- **Please do not request the security deposit from the tenant until after the unit has passed inspection. The security deposit cannot be more than one month's rent.**

**HOUSING AUTHORITY OF JOLIET
SECTION 8 HOUSING CHOICE VOUCHER
AVAILABLE UNIT FORM**

The Housing Authority of Joliet thanks you for your interest making your unit(s) available to participants in the Section 8 Housing Choice Voucher Program. When you complete this form your unit(s) will be placed on a list of available units by the number of bedrooms in the unit(s). This list will be provided to participants in the program who are either new to the program or who are interested in moving from one unit to another. You will not be contacted by the Housing Authority of Joliet until one of the participants has selected your unit. Placing your unit on the Available Units List does not guarantee you a tenant for your unit. Your unit(s) will remain on the list for 60 days unless you contract us to have them removed before that time. After 60 days, you will need to submit another request to have them remain on the list for a longer period of time.

DATE: _____

ADDRESS OF UNIT: _____
(Street Address) (City) (State) (Zip)

NUMBER OF BEDROOMS: _____ CENTRAL AIR (Y/N): _____ STOVE: _____

NUMBER OF BATHS: _____ SIDING (Y/N): _____ REFRIGERATOR: _____

KITCHEN: _____ GARBAGE DISPOSAL: _____ DISHWASHER: _____

DINING ROOM (Y/N): _____ GARAGE (Y/N): _____ FENCED YARD (Y/N) _____

BASEMENT FINISHED _____ UNFINISHED _____ UTILITIES (T OR L): _____

SHADES: _____ BLINDS: _____ CURTAINS: _____ OFF STREET PARKING/DRIVEWAY _____

OTHER AMENITIES:

DATE UNIT AVAILABLE: _____

RENT REQUESTED: \$ _____

CONTACT PERSON: _____

LANDLORD NAME: _____

CONTACT NUMBER: _____

Please return by FAX to (815) 723-9820; email: tpourroy@hajoliet.org; or by mail to Housing Authority of Joliet, ATTN: HCV Program 6 South Broadway, Joliet, IL 60436.



PROOF OF OWNERSHIP REQUIREMENTS

As part of the execution of the Housing Assistance Payment (HAP) contract and to ensure that payment is made to the owner or owner's representative, the Housing Authority of Joliet (HAJ) requires that any party representing themselves as Owner or Owner's agent is required to prove ownership and legal authority to lease a unit to the Section 8 Voucher holder named on the Request for Tenancy Approval (RFTA), submitted to the HAJ by a Section 8 participant.

Proof of Ownership is verified by the Housing Authority of Joliet by the Owner presenting one or more of the following:

- Contract for deed (if the building is being sold on a land contract)
- Title/Deed
- Mortgage payment book
- Property Water bill
- Rental Permit
- Proof of home owner insurance

AND

Contract for Management Service (if the party executing the lease documents is an agent for the owner)

- Photo ID for the Authorized signer



HOUSING AUTHORITY *of* JOLIET

TO: Housing Choice Voucher Program Landlords:

The Housing Authority of Joliet is implementing direct deposit for all landlords receiving the Housing Assistance payments. Please complete and return the following authorization and verify your account information by providing us with a voided check or a copy of a voided check.

If you have any questions regarding the completion of the following form or the direct process, you may contact the Housing Choice Voucher Program at 815-727-0611.

DIRECT DEPOSIT AUTHORIZATION FORM

I authorize the Housing Authority of Joliet to deposit the monthly Section 8 Housing Assistance payments, which I have earned in accordance with my Housing Assistance Payment Contract(s), to the bank and to the account that I have indicated below. This authorization will remain in effect until I notify the Housing Authority in writing of my intent to cancel direct deposit or until my Housing Assistance Payment Contract(s) are terminated.

Landlord/Owner's Name (Please Print)

Bank Name

Social Security # or FEIN

Bank Location (City/State)

Mailing Address

Bank Transit or Routing Number (9 digits)

City/State/Zip

Your Checking or Savings Account #

(Area Code) Phone #

Signature

Date

Return Completed Form to: Housing Authority of Joliet
HCV Department
6 South Broadway St
Joliet, IL 60436

Note: A voided check or a copy of a voided check verifying your account information MUST BE SUBMITTED WITH THIS FORM.

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) ▶ _____	Exemptions (see instructions): Exempt payee code (if any) _____ Exemption from FATCA reporting code (if any) _____
	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), and
4. The FATCA code(s) entered on this form (if any) indicating that I am exempt from FATCA reporting is correct.

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 3.

Sign Here	Signature of U.S. person ▶	Date ▶
------------------	----------------------------	--------

General Instructions

Section references are to the Internal Revenue Code unless otherwise noted.
Future developments. The IRS has created a page on www.irs.gov/w9 for information about Form W-9, at www.irs.gov/w9. Information about any future developments affecting Form W-9 (such as legislation enacted after we release it) will be posted on that page.

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, payments made to you in settlement of payment card and third party network transactions, 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, and

4. Certify that FATCA code(s) entered on this form (if any) indicating that you are exempt from the FATCA reporting, is correct.

Note. If you are a U.S. person and 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 under section 1446 on any foreign partners' share of effectively connected taxable income from such business. Further, in certain cases where a Form W-9 has not been received, the rules under section 1446 require a partnership to presume that a partner is a foreign person, and pay the section 1446 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 section 1446 withholding on your share of partnership income.