



ORANGE COUNTY HOUSING AUTHORITY
New Owner/Management Packet

Dear Valued Landlord Partner:

We would like to welcome you to the Housing Choice Voucher (HCV) program. We are excited to begin this partnership to help provide stable housing to low-income residents.

This packet will contain all of the forms we need to get you set up as a vendor in our system. The sooner we receive all completed forms and requested documents, the sooner your Housing Assistance Payment (HAP) subsidy can be deposited. The requested forms and documents are as follows:

- Landlord Information form
- Proof of Ownership
- Direct Deposit Authorization Agreement with voided check or verification of account
- **PERSONAL:** Copy of Valid driver’s license (or other state ID) for person signing W-9
- **PERSONAL:** Management Agreement or Termination Letter (*if applicable*)
- **BUSINESS:** W-9 along with the IRS Request for Taxpayer Identification Number (EIN) by the legal Owner(s) or Managing Agent of the designated property or **PERSONAL:** Copy of SS Card

The Housing Authority’s role in this relationship is to provide financial assistance to the tenant. While in certain circumstances we can serve as liaison between parties, we strive to remain outside of the tenant-landlord relationship to the greatest degree possible. Landlords should treat HCV tenants as they would any other. We simply request that you provide us with a copy of any written notices you send that will affect the client’s tenancy.

Landlords in our program are entitled to request rent increases every year. Landlords should submit the request at the time of the client’s annual reexamination (you will receive a notice). Our program’s federal regulations mandate that the request be made 60 days before it can be implemented. If the request is submitted after the recertification, we cannot guarantee it will be approved before the following year.

Finally, it is important that landlords communicate with us about any significant changes in lease terms or ownership of the unit. We thank you in advance for your cooperation in these program expectations, which are included at the end of this packet. For any questions or issues, please do not hesitate to contact any HCV Staff.

Please submit the packet to hcv@orangecountync.gov, or by fax or drop box at the locations below. Thank you!

Sincerely,

Alycia Brown

Alycia Broen
 Housing Choice Voucher Program Manager
 Orange County, NC Government
 919-245-2143

Mailing Address
 P.O. Box 8181
 Hillsborough, NC 27278

Hillsborough Office
 300 W. Tryon Street
 Hillsborough, NC 27278

Chapel Hill Office
 2501 Homestead Road
 Chapel Hill, NC 27516

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LANDLORD/OWNER CONTACT PERSON INFORMATION FORM

Landlord/Owner Information:

Landlord/Owner's Name: _____

Landlord/Owner's Mailing Address: _____
Mailing/Street Address

City **State** **Zip Code**

Landlord/Owner's Telephone: _____ **Primary – Work Home Mobile**
 _____ **Secondary – Work Home Mobile**

Landlord/Owner's Email Address: _____

***NOTE:** This email address will receive all HAP EFT remittances from OC Finance.*

Permission to conduct/handle my account(s) with Orange County Housing is listed below:

Person to Contact: _____
Print Name Title

Contact Person's Phone Number: _____ **Primary – Work Home Mobile**

Contact Person's Email Address:

Landlord/Owner Signature

Date

Agency Use Only:			
Date Received:		Effective Date:	
Change of Owner:	Yes No	Completed by:	
Owner:	Previous New	Vendor ID:	

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PROOF OF OWNERSHIP

[Insert proof of ownership here]

Please note the following acceptable forms of proof of ownership:

- Recorded Deed from the Registrar of Deeds:
 - In person – Visit the office located at 228 S. Churton Street, Suite 300 Hillsborough, NC 27278, (cost: \$26.00 for the first fifteen pages and \$4.00 for any additional pages) and submit a request using your Property Address, Parcel ID, or Property Identification Number (PIN), or
 - Call 919-245-2675
 - Online — Visit <http://roam.orangecountync.gov/orangeweb/search.do> and use the search: INSTRUMENT TYPE SEARCH
- For property acquired within the last 60 days, submit the HUD-1 Settlement Statement along with the Unrecorded Deed.
- Court Order of Assignment (signed/stamped by Judge)

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Telephone (919) 245-2490 • Fax (919) 944-8496



MANAGEMENT AGREEMENT

[If applicable, insert management agreement here]

Please ensure the following:

- That the Owner(s) listed in the management agreement is the same individual or entity listed on the proof of ownership documents.
- The Property Manager(s) listed in the management agreement is the same individual or entity listed on the W-9 form and the EIN verification letter.

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FINANCE AND ADMINISTRATIVE SERVICES

131 W. Margarget Lane, Suite 300
Post Office Box 8181
Hillsborough, North Carolina 27278

Phone (919) 245-2151

AUTHORIZATION FOR VENDOR ELECTRONIC FUNDS TRANSFER (EFT) PAYMENTS

Payee Information: Payee Tax ID (Personal): _____ **or (Business):** _____

Payee Name: _____

Payee DBA:
(Doing Business As, if applicable)

Remittance Address: _____

Remittance City: _____ State: _____ Zip Code: _____

Contact Name: _____ Phone #: _____

E-Mail Address: _____

Bank Information:

Bank Name: _____

Bank Address: _____

Bank City: _____ State: _____ Zip Code: _____

Bank Routing # & Account #: _____ Routing _____ Account _____

Account Name: _____

Account Type
(please check only one) Checking Savings

As an authorized representative of the company, authorization is herein granted to the Orange County Department of Finance and Administrative Services to withdraw funds from the bank account listed above for payments or funds owed to the County in lieu of a printed check. **Please submit the completed form and a copy of a check or a letter from your financial institution, providing confirmation of your account information. The County may prenote to validate the account and routing details, resulting in your initial payment in the form of a paper check. A prenote (or prenotification) is a zero-dollar test to validate the bank account information. Prenotes are sent and verified before direct deposit can be processed.**

Signature of authorized representative

Date

VENDOR #: _____

Munis Updated by: _____

DIRECT DEPOSIT AUTHORIZATION INSTRUCTIONS

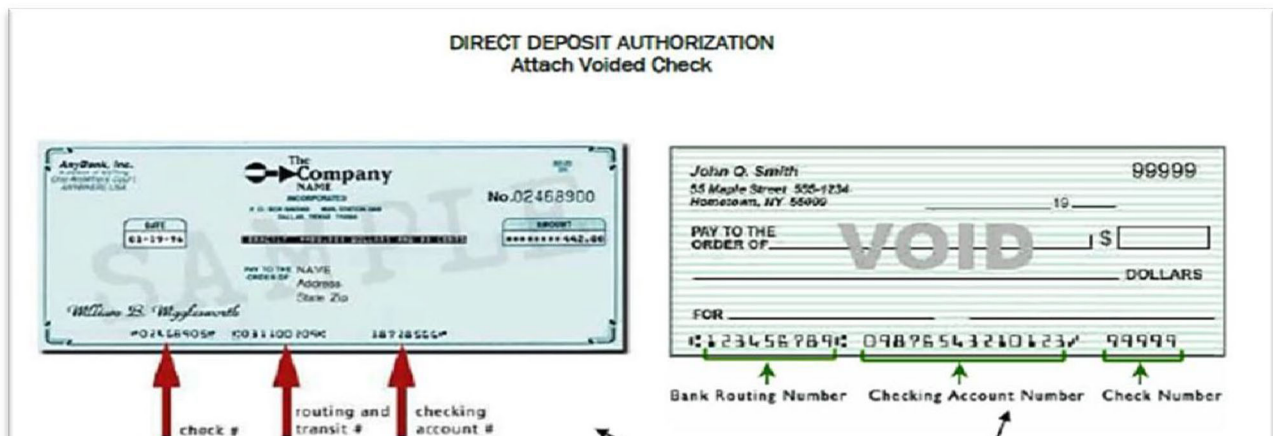
As a Property Owner/Manager participating in the Housing Choice Voucher (HCV) Program, it is required that you register for direct deposit in order to receive your Housing Assistance Payment (HAP). By doing so, you acknowledge that, if any action taken by you results in non-acceptance of a direct deposit by the designated financial institution, OCHA assumes no responsibility for processing a supplemental payment until the amount of the non-acceptance deposit is returned to OCHA by the financial institution and that you may incur fees and/or other penalties payable to OCHA.

Initial: _____

This authorization is to remain in full force and effect until the HCV Program has received written notification from the owner/landlord of its termination in such time and in such manner as to afford the HCV Program and the financial institution a reasonable opportunity to act upon it. The HCV Program may also terminate the direct deposit, if OCHA determines that eligibility is no longer met, and/or in order to recover any overpayments made. The payee certifies compliance with the HAP Contract by accepting direct deposit and that the unit(s) assisted under the HAP Contract is in full compliance with the contract terms.

Initial: _____

INSTRUCTIONS: Complete the Orange County Finance Department EFT Enrollment Form (see back page) and submit verification of the account notated on the form.



If you are unable to provide a voided check, a letter from your Financial Institution is acceptable. Letter must include:

- Entity/person information
- Routing/Account Number
- Signed by an authorized representative of the Financial Institution

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DRIVERS LICENSE

[Attach legible photocopy of Drivers' License here]

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Verification of Tax ID Number

Private Owner - Copy of SS Card

Business - Copy of IRS SS-4

[Attach legible photocopy of Tax ID number here]

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Housing Choice Voucher Program Expectations - Landlords

Enforcement of Lease Agreement

- Owners/Landlords are expected to enforce the lease agreement with the tenant/participant. Copies of notices of lease violation must be submitted to Orange County Housing Authority (OCHA).

Tenant/Participant will pay only the rent specified by OCHA

- Written notification of rent amounts will be sent to you via US mail. Tenants are required to pay no more than their stated rent portion unless advised otherwise by OCHA. Notification of rent changes will be sent to both tenant and landlord.

Rent Increases

- Landlords must give a 60-day notice to both the tenant and OCHA prior to the effective date of a rent increase. Please note that rent increase requests must be submitted to coincide with our annual recertification, and can only be submitted once per year. If you submit a rent increase request after the annual recertification, we may wait until the next year's recertification to process it.

Inspections and Maintenance of Unit

- You may schedule periodic checks of the unit according to your lease. Tenant requests for repair should be resolved within thirty (30) days of request. If the matter is not resolved, tenants/participants can request a 'special inspection' from OCHA. For any emergency repairs, OCHA may issue a 24-hour notice. If you are unable to resolve tenant-caused damages directly with the tenant, please contact HCV staff. The tenant may not be held responsible for any OCHA payments that are withheld (abated) due to a failed inspection.

Unauthorized Occupants

- Unauthorized occupants are a breach of contract and a program violation. Tenants must obtain approval from OCHA and their owners/landlords in order to add household members.

Notifications of Changes to Unit

- Your lease determines how many days notice a tenant must give before vacating the unit. Owners must notify OCHA when ownership of the unit changes.