

BHA

BRICK HOUSING AUTHORITY

165 CHAMBERS BRIDGE ROAD • BRICK, NJ 08723 • (732) 920-9400 • FAX (732) 920-7604

Dear Potential Landlord:

Attached is the Brick Housing Authority's Landlord Packet which must be completed to verify rental affordability. You **MUST** complete and return the enclosed paperwork: W-9 Form, and Lead Based Paint Disclosure with a copy of your proposed lease and proof of ownership.

W-9 - MUST list the owner as listed on the Deed/Tax Bill. If there are multiple owners (i.e. husband & wife, etc) the W-9 must show only one of the owners. If you are operating under an EIN (Employer's Identification Number) you must provide the IRS letter which state, you have been assigned the EIN.

Proof of Ownership – Please include a copy of Deed and Mortgage documents. If the owner of the unit is an LLC, please provide the LLC documentation showing all members. If the owner is a Trust/Congregation, please include documentation showing list of all Trustees and or Beneficiaries.

Utilities- If there are multiple units and the tenant is responsible for any utilities, the tenant must have their own meter and bill must be in their own name. No sharing of meters or side payments for utilities is permitted. If there are no separate meters for each unit, the tenant will not be responsible for the utility.

The lease effective date is always the 1st of the month. The unit must pass the BHA inspection at least 10 days prior to the lease effective date. **Before we can schedule an inspection, the unit must have a Rental Certificate of Occupancy (C/O) from the Township. Please send a copy as soon as it is available. No payments will be made until we have a copy of the C/O.**

Once the unit has passed the BHA inspection, the tenant will be permitted to sign a lease and the contract will be drawn up. You will need to sign the contract and return it to our office along with a copy of the lease signed by you and the tenant outlining the lease effective date, contract rent amount and utility responsibilities. The lease and contract must both be the same effective date.

If you have any questions, please contact me:

Jake Naszimento, Executive Director

Jacob@brickha.org

www.brickha.org

Request for Taxpayer Identification Number and Certification

**Give Form to the
requester. Do not
send to the IRS.**

▶ Go to www.irs.gov/FormW9 for instructions and the latest information.

Print or type. See Specific Instructions on page 3.	<p>1 Name (as shown on your income tax return). Name is required on this line; do not leave this line blank.</p>	
	<p>2 Business name/disregarded entity name, if different from above</p>	
	<p>3 Check appropriate box for federal tax classification of the person whose name is entered on line 1. Check only one of the following seven boxes.</p> <p> <input type="checkbox"/> Individual/sole proprietor or single-member LLC <input type="checkbox"/> C Corporation <input type="checkbox"/> S Corporation <input type="checkbox"/> Partnership <input type="checkbox"/> Trust/estate </p> <p> <input type="checkbox"/> Limited liability company. Enter the tax classification (C=C corporation, S=S corporation, P=Partnership) ▶ _____ </p> <p>Note: Check the appropriate box in the line above for the tax classification of the single-member owner. Do not check LLC if the LLC is classified as a single-member LLC that is disregarded from the owner unless the owner of the LLC is another LLC that is not disregarded from the owner for U.S. federal tax purposes. Otherwise, a single-member LLC that is disregarded from the owner should check the appropriate box for the tax classification of its owner.</p> <p> <input type="checkbox"/> Other (see instructions) ▶ _____ </p>	<p>4 Exemptions (codes apply only to certain entities, not individuals; see instructions on page 3):</p> <p>Exempt payee code (if any) _____</p> <p>Exemption from FATCA reporting code (if any) _____</p> <p><small>(Applies to accounts maintained outside the U.S.)</small></p>
	<p>5 Address (number, street, and apt. or suite no.) See instructions.</p>	<p>Requester's name and address (optional)</p>
	<p>6 City, state, and ZIP code</p>	
	<p>7 List account number(s) here (optional)</p>	

Part I Taxpayer Identification Number (TIN)

Enter your TIN in the appropriate box. The TIN provided must match the name given on line 1 to avoid backup withholding. For individuals, this is generally your social security number (SSN). However, for a resident alien, sole proprietor, or disregarded entity, see the instructions for Part I, later. For other entities, it is your employer identification number (EIN). If you do not have a number, see *How to get a TIN*, later.

Note: If the account is in more than one name, see the instructions for line 1. Also see *What Name and Number To Give the Requester* for guidelines on whose number to enter.

Social security number								
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OR								
Employer identification number								
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Part II Certification

Under penalties of perjury, I certify that:

- 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
- 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
- I am a U.S. citizen or other U.S. person (defined below); and
- 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 for Part II, later.

Sign Here	Signature of U.S. person ▶	Date ▶
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General Instructions

Section references are to the Internal Revenue Code unless otherwise noted.

Future developments. For the latest information about developments related to Form W-9 and its instructions, such as legislation enacted after they were published, go to www.irs.gov/FormW9.

Purpose of Form

An individual or entity (Form W-9 requester) who is required to file an information return with the IRS must obtain your correct taxpayer identification number (TIN) which may be your social security number (SSN), individual taxpayer identification number (ITIN), adoption taxpayer identification number (ATIN), or employer identification number (EIN), to report on an information return the amount paid to you, or other amount reportable on an information return. Examples of information returns include, but are not limited to, the following.

- Form 1099-INT (interest earned or paid)
- Form 1099-DIV (dividends, including those from stocks or mutual funds)
- Form 1099-MISC (various types of income, prizes, awards, or gross proceeds)
- Form 1099-B (stock or mutual fund sales and certain other transactions by brokers)
- Form 1099-S (proceeds from real estate transactions)
- Form 1099-K (merchant card and third party network transactions)
- Form 1098 (home mortgage interest), 1098-E (student loan interest), 1098-T (tuition)
- Form 1099-C (canceled debt)
- Form 1099-A (acquisition or abandonment of secured property)

Use Form W-9 only if you are a U.S. person (including a resident alien), to provide your correct TIN.

If you do not return Form W-9 to the requester with a TIN, you might be subject to backup withholding. See What is backup withholding, later.

Disclosure of Information on Lead-Based Paint and/or Lead-Based Paint Hazards

Lead Warning Statement

Housing built before 1978 may contain lead-based paint. Lead from paint, paint chips, and dust can pose health hazards if not managed properly. Lead exposure is especially harmful to young children and pregnant women. Before renting pre-1978 housing, lessors must disclose the presence of known lead-based paint and/or lead-based paint hazards in the dwelling. Lessees must also receive a federally approved pamphlet on lead poisoning prevention.

Lessor's Disclosure

(a) Presence of lead-based paint and/or lead-based paint hazards (check (i) or (ii) below):

(i) Known lead-based paint and/or lead-based paint hazards are present in the housing (explain).

(ii) Lessor has no knowledge of lead-based paint and/or lead-based paint hazards in the housing.

(b) Records and reports available to the lessor (check (i) or (ii) below):

(i) Lessor has provided the lessee with all available records and reports pertaining to lead-based paint and/or lead-based paint hazards in the housing (list documents below).

(ii) Lessor has no reports or records pertaining to lead-based paint and/or lead-based paint hazards in the housing.

Lessee's Acknowledgment (initial)

(c) Lessee has received copies of all information listed above.

(d) Lessee has received the pamphlet *Protect Your Family from Lead in Your Home*.

Agent's Acknowledgment (initial)

(e) Agent has informed the lessor of the lessor's obligations under 42 U.S.C. 4852(d) and is aware of his/her responsibility to ensure compliance.

Certification of Accuracy

The following parties have reviewed the information above and certify, to the best of their knowledge, that the information they have provided is true and accurate.

Lessor

Date

Lessor

Date

Lessee

Date

Lessee

Date

Agent

Date

Agent

Date

BHA

BRICK HOUSING AUTHORITY

165 CHAMBERS BRIDGE ROAD • BRICK, NJ 08723 • (732) 920-9400 • FAX (732) 920-7604

TENANT NAME & ADDRESS:

LANDLORD NAME: _____

LANDLORD SIDE PAYMENT CERTIFICATION

I, (Landlord) HEREBY CERTIFY THAT I HAVE BEEN INFORMED BY THE BRICK HOUSING AUTHORITY THAT "SIDE" PAYMENTS OF RENT ARE IN VIOLATION OF MY LEASE AGREEMENT WITH THE ABOVE TENANT AND THE HOUSING ASSISTANCE PAYMENTS CONTRACT WITH THE HOUSING AUTHORITY.

I HAVE BEEN INFORMED THAT "SIDE" PAYMENTS ARE IN EXCESS OF WHAT MY RENT SUBSIDIZED TENANT IS REQUIRED TO PAY AS THEIR PORTION OF THE CONTRACT RENT AND IS THE AMOUNT SHOWN ON THE HAP CONTRACT AND LEASE ADDENDUM OR ANY AUTHORIZED CHANGES THERE TO. I FURTHER UNDERSTAND THAT ANY "SIDE" PAYMENTS COLLECTED FROM MY TENANT WILL HAVE TO BE REFUNDED IN FULL AND THE HOUSING AUTHORITY WILL MAKE AN ASSESSMENT OF "SIDE" PAYMENT COMPLAINTS IN ORDER TO DETERMINE THE EXISTENCE AND EXTENT OF THE ALLEGED PROBLEM. I FURTHER UNDERSTAND, THE HOUSING AUTHORITY RESERVES THE RIGHT TO OFFSET ITS HAP PAYMENTS TO ME, THE LANDLORD, TO ENSURE REIMBURSEMENT TO THE TENANT.

X

SIGNATURE OF LANDLORD

DATE

BHA

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ATTENTION SECTION 8 LANDLORDS

The Brick Housing Authority is now requiring Direct Deposit for all Housing Authority Payments (HAP) to Section 8 landlords. There are many advantages of Direct Deposit such as:

- Once you have signed up for Direct Deposit, you don't have to go to the bank to deposit checks.
- Your money is automatically deposited into your account on time every time – and you don't have to be at work – or even in town!
- Direct Deposit payments never get lost.
- Direct Deposit is confidential. Money is transferred electronically and passes through fewer hands than a check.
- Almost 85 percent of identity theft starts with someone seeing your personal financial information on a paper check, billing statement, or bank account statement. Once electronic payments are set up, the money travels electronically, greatly reducing the number of people who see your personal information.
- Direct Deposit gives you access to your money earlier than check deposits. There is no waiting for checks to clear.
- Direct Deposit is a smart way to help the environment. Each year, checks use more than 674 million gallons of fuel and add 3.6 million tons of CO2 to the environment as they travel through the payment cycle.

You will still receive a statement through the mail of the payments made and the dollar amount applied for each voucher holder. Included is a Direct Deposit form that needs to be completed for which you will need to attach a voided check. We need this document in order to assure accurate bank routing and account numbers. We will only be able to electronically transfer funds into one account per landlord.

Please return the form along with an attached voided check to our office. If you have any questions in this regard, please call me at (732) 206-3224. Monday through Friday from 8:00 a.m. to 4:00 p.m.

Sincerely,



Jacob Naszimento
Executive Director

Housing Authority of the Township of Brick
165 Chambers Bridge Road
Brick, NJ 08723
732-920-9400x112 732-920-7604 (fax) Attn: Rhoda Li
Email: Rli@brickha.org

Authorization for Direct Deposit of HAP Payment

Name of Owner: _____
Address: _____
Email Address: _____
Phone # _____ Cell _____

I hereby authorize the Housing Authority of the Township of Brick, to deposit the Housing Assistance Payment (HAP) that is due to me into my checking/savings account with the financial institution indicated below, and to initiate credit/debit entries and adjustments to the same account in the event of any errors in the credit/debit entries effected by the Housing Authority

Name of Financial Institution: _____
Phone # of Financial Institution: _____

Routing Number: _____ Account Number: _____

Checking Account _____ Savings Account _____

This authorization is to be in effect until the Brick Housing Authority receives written notification from me of its termination in such time and manner to afford the Housing Authority and the financial institution reasonable time to act on it.

It is required that you attach a "VOID" check for a Checking Account, or a Deposit Slip for a Savings Account to confirm the account and routing numbers.

...In case of change in account number, please inform the Brick Housing Authority immediately, so as to ensure payment in the proper account.

Signature: _____ Date: _____

ATTENTION: HOUSING CHOICE VOUCHER LANDLORDS

PROCEDURE FOR REQUESTING RENT INCREASES

The Housing Choice Voucher Program requires a written request, from you, the **Landlord**, for a rent increase. Documentation by receipt, for major improvements must be included with the written request to show cause for the increase, **as well as a lease renewal between you and the tenant stating the new rental amount. A copy of the lease renewal must also be given to the tenant for advance notice of the possible changes.** This written request must be in the Brick Housing Authority office at least:

(60) SIXTY days

Before the anniversary date of the Housing Assistance Payment Contract. Any and all requests submitted late **WILL NOT** be processed.

There are NO automatic yearly increases. All increases are based on rent reasonableness and rent control where applicable and may be granted or disallowed after review by the Brick Housing Authority.

Thank you for your cooperation and your continued participation in the Housing Choice Voucher Program. We look forward to working with you in the future.

Brick Housing Authority

**BRICK HOUSING AUTHORITY
165 CHAMBERS BRIDGE ROAD
BRICK, NJ 08723**

ATTENTION SECTION 8 LANDLORDS

IF AN ANNUAL RENT INCREASE IS NECESSARY THE SECTION 8 PROGRAM REQUIRES A WRITTEN REQUEST FROM YOU, THE LANDLORD. A WRITTEN REQUEST MUST BE RECEIVED BY THIS OFFICE BETWEEN FORTY (40) AND SIXTY (60) DAYS BEFORE THE ANNIVERSARY DATE OF THE HOUSING ASSISTANCE PAYMENT CONTRACT.

THERE ARE NO AUTOMATIC YEARLY INCREASES. PLEASE BE ADVISED THAT IF YOU FAIL TO SUBMIT A REQUEST BY THE DEADLINE DATE YOU WILL NOT RECEIVE A RENTAL INCREASE FOR THIS YEAR.

YOU MAY COMPLETE THE FORM BELOW TO SUBMIT AS YOUR REQUEST. PLEASE SEND FORM BACK TO JACOB@BRICKHA.ORG , THANK YOU.

DATE _____

I, _____, AM
REQUESTING AN INCREASE IN RENT IN THE AMOUNT OF

_____. FOR MY TENANT

_____ WHO RESIDES AT

_____.

LANDLORD SIGNATURE _____

LANDLORD ADDRESS _____