

## Registering Property with Housing Choice Voucher Program

Dear Landlord:

Decatur Housing Authority (DHA) is committed to providing to you the highest quality of service possible; therefore these procedures are implemented to ensure a pleasant transaction when registering your property with our agency. These procedures apply to single-family units (a single-family house, condominium, or townhouse).

**If you are registering your property for the first time please complete all of the attached forms.**

What follows is a list of items we need to register your property for participation in the Section 8 Housing Choice Voucher program. The completed documents may not be mailed or faxed, nor can you have the forms dropped off by someone other than yourself. We request that you personally bring in the forms to ensure that you are, in fact, the person to whom payments should be submitted. The Federal Tax ID/Social Security Number must match the given name of the property owner. If it does not match, your property will not be listed by DHA.

1. Current driver's license, or Georgia State photo identification or current work photo identification.
2. Social Security Card
3. Original or certified copy of the executed Warranty Deed or Quit Claim Deed. If an unexecuted deed is submitted, we must have a letter from the closing attorney stating that the original deed has been filed with DeKalb County.
4. A post office box will not be accepted as a mailing address unless proof of a home street address has also been submitted to DHA. You must show a current utility bill or piece of business mail addressed to you at the home street address you submitted.
5. A blank voided check for direct deposit.
6. Completed IRS Form W-9. DHA has blank forms available.
7. A management agreement, if the owner is using an agent. The management agreement must specify to what extent the owner gives the agent authorization to act on his/her behalf.

Please bring all of the above listed documents to DHA. An incomplete packet will not be accepted.

If you have questions or concerns about the process after submitting your paperwork, you may request an appointment. To ensure quality service and to reduce your potential waiting time, we strongly recommend that you request an appointment in advance.

All other Housing Choice Voucher program landlord inquiries can be answered during landlord briefings. DHA's landlord briefings are held monthly. A registration form and landlord briefing schedule is attached to this packet for your convenience. You may also obtain information about our landlord briefing from our website, [www.decaurhousing.org](http://www.decaurhousing.org).

Your attendance at a landlord briefing is not mandatory in order to participate in DHA's Section 8 Housing Choice Voucher program; however, it is strongly encourage. Landlords who attend a briefing have a far better success rate in working with the Section 8 Housing Choice Voucher program and its clients than landlords who choose not to attend.

If you should have questions, please feel free to contact Decatur Housing Authority.

Thank you for your interest in becoming a Housing Choice Voucher program landlord with Decatur Housing Authority.