
OWNER AUTHORIZATION, DIRECT DEPOSIT, W-9 FORM

Dear Owner / Agent:

Many of you have brought to our attention concerns regarding the Housing Authority's procedures for obtaining owner/agent information which is confidential in nature. In an effort to address these concerns, we have outlined our procedures below.

GENERAL INSTRUCTIONS:

In order to process and avoid delay in your monthly payments as well as comply with the Internal Revenue Service (IRS) regulations, please complete and return the Owner Authorization Form / Authorization Agreement for Direct Deposit, and the attached W-9 form.

Note: The IRS may impose severe penalties for failure to supply complete and accurate information on the W-9 form.

1. Complete and sign the Owner Authorization Form **(see reverse side)**
2. Complete the Authorization Agreement for Direct Deposit to add, change or cancel a direct deposit. Direct Deposits are not mandatory. HAP checks can also be mailed via United States Postal Service upon request, but due to the frequency of lost or misdirected mail, HASLO prefers the Direct Deposit option.
3. Complete a W-9 for the Payee listed on the Owner Authorization Form.
4. If you are a managing agent with a broker's license, and wish to be exempt from 1099 reporting, please fill out the W-9 Substitute at the bottom of the Owner Authorization Form.
5. In the event a Management Agreement gives the agent the authority to sign the Owner Authorization Form on behalf of the owner, a Management Agreement **must** be attached.
6. **All Correspondence will be sent to the owner or managing agent.**

If you have any questions, please contact your assigned Housing Specialist or the Housing Authority Finance Department at 543-4478 for assistance. Thank you for your cooperation.

OWNER AUTHORIZATION FORM

OWNER INFORMATION	PAYEE INFORMATION	
Name: _____	Name: _____	
Address: _____	Address: _____	
City: _____ State: _____ Zip: _____	City: _____ State: _____ Zip: _____	
Phone: _____	Phone: _____	
SSN/Tax ID #: _____	SSN/Tax ID #: _____	
<p>I hereby give authorization to the party(ies) listed below to act on my behalf only in the capacity(cies) listed for the following property:</p> <p>Property address: _____ City: _____ State: _____ Zip: _____</p>		
AUTHORIZED AGENT(S)	NEGOTIATE RENT	SIGN LEASE (and) HAP CONTRACT
Name: _____ Title: _____	[] yes [] no	[] yes [] no
Name: _____ Title: _____	[] yes [] no	[] yes [] no

I DECLARE, UNDER PENALTY OF PERJURY, THAT I HOLD LEGAL INTEREST/OWNERSHIP TO THE PROPERTY LISTED ABOVE. I UNDERSTAND THAT HASLO WILL NOT APPROVE A UNIT IF I AM THE PARENT, CHILD, GRANDPARENT, GRANDCHILD, SISTER OR BROTHER OF ANY MEMBER OF THE FAMILY WHO MAY RENT MY PROPERTY; UNLESS HASLO DETERMINES THAT APPROVING THE UNIT WOULD PROVIDE A REASONABLE ACCOMMODATION FOR A FAMILY MEMBER WHO IS A PERSON WITH DISABILITIES.

Owner's Name (print) _____ Owner's Signature: _____ Date: _____

FORM W - 9 SUBSTITUTE

Date: _____

Please do not issue me a form 1099 for tax reporting purposes to the IRS. I am not required to receive one under federal regulations because I am doing business under a California Real Estate Broker's License:

License Number: _____ held in the name of _____ (or)

We are a government agency [] yes [] no

Agent's Name (print): _____ Agent's Signature: _____ Date: _____

Address: _____ City: _____ Sate: _____ Zip: _____

Phone: _____ FAX: _____