



Housing Authority of Cook County (HACC)
175 West Jackson Boulevard, Suite 350
Chicago, Illinois 60604
(312) 663-5447

www.thehacc.org



Housing Choice Voucher (HCV) Program Ownership Packet

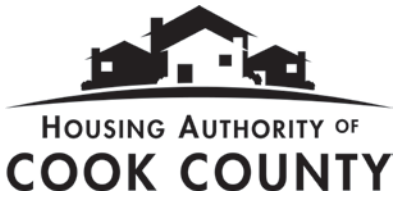
Owner's Guide to new Housing Assistance Payments (HAP) Contracts

1. Complete and submit the prospective tenant's *Request for Tenancy Approval* (RFTA). Make sure that you and the tenant both sign the RFTA.
2. Complete and submit the Declaration of Ownership, W9 and Direct Deposit forms in this packet.
3. The HACC will verify ownership of the unit and ensure that forms are complete and accurate.
4. The HACC will review the rent requested to ensure it is within the tenant's price range.
5. The HACC will schedule an inspection of the unit. Be sure to have your occupancy permit if it is required by the municipality.
6. When the unit passes inspection, the HACC will conduct a Rent Reasonableness review of similar, unassisted units in the area to make a rent offer.
7. You will inform the HACC of the tenant's proposed lease start date and move in date. The HACC will only start the contract on or after a passed inspection. If the tenant resided in the unit prior to the passed inspection, the tenant is responsible for the full contract rent for that period.
8. The HACC will send you the Housing Assistance Payment (HAP) Contracts to be signed and returned with a copy of the executed lease. Make sure the rent, start date and utility responsibilities match the HAP Contracts. An executed copy will be returned to you.
9. Your first HAP may include a prorated amount for the first month if the tenant moved in after the first of the month. Thereafter, HAP will be paid on the first of each month as long as the tenant and unit are in good standing with the Program.

Owner's Checklist of required forms and documents:

- Request for Tenancy Approval (RFTA)
- Declaration of Ownership
- W9 completed with Payee information
- Taxpayer Identification Number (TIN) for Payee
 - Social Security Card (SSN) for an individual
 - Employer Identification Number (EIN) Notice from IRS for a company
- Proof of ownership
 - Deed
 - Title Insurance
- Management Agreement, if party other than owner will receive payment
- Trust Agreement and Beneficiary information, if property is held in trust
- Direct Deposit form
- Sample of lease you will use (blank)





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Declaration of Ownership																		
Property Information																		
Tenant Name							Client #											
Building Address																		
City, State, Zip																		
Property Index Number (PIN)			-			-			-									
Ownership Information																		
Legal Owner Name																		
Owner SSN			-			-			Owner TIN			-						
Mailing Address																		
City, State, Zip																		
Contact Phone																		
Email																		
Payment Information																		
Make payments to: <input type="checkbox"/> Owner <input type="checkbox"/> Agent Indicate SSN or TIN for payee below																		
Payee SSN			-			-			or TIN			-						
Agent Name																		
Mailing Address																		
City, State, Zip																		
Contact Phone																		
Email																		
Certification																		
<input type="checkbox"/> I certify that I am the legal owner or the legally-designated agent for the above referenced unit.																		
<input type="checkbox"/> I certify that the prospective tenant, including each family member, has no ownership interest in this dwelling unit whatsoever.																		
<input type="checkbox"/> I certify that the owner, including a principal or other interested party) is not the parent, child, grandparent, grandchild, sister or brother of any member of the family, unless the HACC has determined (and has notified the owner and the family of such determination) that approving the leasing of the unit, notwithstanding such relationship, would provide reasonable accommodation for a family member with disabilities																		
_____						_____												
Signature						Date												
_____						_____												
Print Name						Print Title												

