



## **Bossier Parish Section Housing**

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[www.la190.org](http://www.la190.org)

Dear Prospective Landlord:

Thank you for taking the time to review the documents enclosed in this Bossier Parish Section 8 Housing Authority Landlord Briefing Packet.

**The following forms are used by and within the Section 8 office:**

*Housing Assistance Payments (HAP) Contract* (form [HUD-52641](#)) used by our office to initiate payments for assisted families and outlines the responsibilities of the owner and this office;

*Tenancy Addendum* (form [HUD-52641-A](#)) used by our office which will be attached to **Your**<sup>1</sup> lease (there is no Section 8 lease, however HUD does specify information that your lease must cover);

*Inspection Form* (form [HUD-52580-A](#)) used by our office which shows the minimum Housing Quality Standards for a property to participate in the program.

**The following forms are issued to the family:**

*Request for Tenancy Approval* (form [HUD-52517](#)) which is used by the family to tell our office where they want to rent

*Voucher* (form [HUD-52646](#)) which outlines the obligation a family must adhere to while receiving rental assistance through this program

[Housing Choice Voucher Worksheet](#) usually called the “affordability worksheet” which is prepared by our office for the family to let them know the maximum allowable gross rent (contract rent + applicable utility allowance) for their family.

**The following forms are required from the landlord:**

*Request for Taxpayer Identification Number and Certification* ([form W-9](#)) for you to submit your Tax I.D. or SS number. A copy of your SS Card or Tax I.D. letter from the

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<sup>1</sup> HUD Lease Requirements as listed at 24 CFR 982.308 include the following:

- |   |   |
|---|---|
| 1. The name of the Owner and the Tenant | 2. The names of PHA approved family members or live-in-aide                           |
| 3. The complete address of unit         | 4. the term of the lease including any provisions for renewal                         |
| 5. The amount of the monthly rent       | 6. A specification of who (owner or tenant) supplies what utilities and appliances    |
| 7. HUD Tenancy Addendum                 | 8. Lead Paint Disclosure for property built prior to 1978 (available in our office or |

at [http://www.epa.gov/lead/pubs/lesr\\_eng.pdf](http://www.epa.gov/lead/pubs/lesr_eng.pdf)

If your lease does not meet the requirements, you can find leases at your local office supply store.

IRS along with a picture I.D. is required. We do this to ensure that we are doing business with the owner of the property.

*Direct Deposit Authorization* (form [Direct Deposit Authorization](#)) which we require for all property owners doing business with Bossier Parish Section 8 Housing.

*Proof of ownership of the property* <sup>2</sup> is required for individual owners. For apartment complexes, we require a letter from the home office, which states who has the authority to sign documents on their behalf. Information collected on your property is held in the same confidence as information on program participants.

Please consider these facts, HUD has endeavored to make the Housing Choice Voucher program more market friendly by removing the “Take-One, Take-All” federal regulation. You may now rent to only those persons who qualify for your property. HUD also removed the “HUD Lease” and replaced it with the “Tenancy Addendum” which is attached to your lease. Our office strives to make leasing to an assisted family as painless as possible for prospective property owners by educating our families about the program, making payments to property owners on time every month, and requiring only those items, which HUD mandates for proper program operation.

If you have any questions, please do not hesitate to call our office, and speak with one of our staff members. We would also invite you to visit our website at [www.la190.org](http://www.la190.org).

Sincerely,

Kennith Starnes  
Executive Director

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<sup>2</sup> Acceptable Documents include one or more of the following:  
Cash Sale Deed (Recorded)  
HUD -1  
Title / registration (Manufactured Housing)  
Current Year Tax Statement (proof of payment)  
Mortgage Documents  
Copy of recorded transaction from Clerk of Court’s office  
Copy of Management Agreement (if property is managed by other than Owner)