



## **Bossier Parish Section Housing**

3022 Old Minden Rd, Ste 206

Bossier City, LA 71112-2454

Phone: (318) 747-7823

Fax: (318) 747-3370

[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*** 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 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* 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.

**LEASE will not be approved unless it contains the following:**

- 1) Name of the Tenant (Lessee)
- 2) Name of the Owner (Lessor)
- 3) Complete Mailing Address (Including apartment no.), City, State, Zip
- 4) Term of the Lease

Initial term must be one year. Only automatic month to month renewals will be allowed after first year ends unless tenant signs a new lease. No automatic yearly renewals. Tenants can move at the end of the initial year with 30-day notice. Longer time periods will not be approved)

- 5) Amount of Monthly Rent
- 6) List of **ALL** Household Members
- 7) Utilities (Landlord paid or Tenant paid)
- 8) Stove and/or Refrigerator (Landlord supplied or Tenant supplied)
- 9) All Addendums Lease Refers to
- 10) Lead Paint Disclosure (Built prior to 1978)

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