



**INDEPENDENCE
HOUSING AUTHORITY**
providing affordable and safe housing

OWNER INFORMATION: () New to HCV program () Existing owner on HCV program

Name: _____

Address: _____

Email: _____

Telephone #: _____ Owner Tax ID: _____

THE FOLLOWING DOCUMENTS MUST BE SUBMITTED WITH EVERY RFTA

- Proof of ownership (recorded deed)
- Current PAID property tax receipt
- Property management agreement
- W-9 Tax ID Certification Form
- Direct Deposit Authorization Form

MANAGEMENT COMPANY INFORMATION: () New to HCV program () Existing company on HCV program

Name: _____

Address: _____

Email: _____

Telephone #: _____ Mgmt Tax ID: _____

PAYMENT INFORMATION: *The 1099 will be sent to the HAP Payee

Housing Assistance Payment (HAP) Payee: _____

CONTACT for INSPECTION:

Phone Number: _____

Email: _____

**If the management company has changed, the new management company will need to complete this form, a W9, and Direct Deposit Authorization Form to be able to receive the HAP monies. HAP payments will be placed on "HOLD" status for up to 60 days until all paperwork has been submitted and changed over. If this process goes past the 60 day mark due to you not providing the required paperwork, then HAP will not be paid back to the original change of the management company. It will go back to within 60 days of the completion of this process.

Owner Signature _____ Date: _____

Management Company Signature _____ Date: _____