



Housing Authority of the City of Decatur, Georgia

750 Commerce Drive • Suite 400 • Decatur, Georgia 30030
404-270-2100 • Fax 404-270-2122
TTD/TTY 1-800-545-1833 Ext 852
www.decaturhousing.org

Dear Prospective Landlord:

Welcome and thank you for your interest in participating in Decatur Housing Authority's (DHA) Section 8 Housing Choice Voucher program. The Housing Choice program is always in need of well-maintained properties and knowledgeable, involved landlords. We encourage you to visit our website, www.decaturhousing.org and thoroughly read the section marked Landlord/Owner to better understand the Section 8 Housing Choice Voucher program process.

Step 1: Listing your property for rent: Decatur Housing Authority utilizes the services of a non-profit organization, www.georgiahousingsearch.org for potential landlords to list their properties for rent. This is a FREE service to property owners and offers widespread marketing of your property. The company will walk you through the steps to list your property. You may also call them at 1-877-428-8844.

Step 2: If you choose a tenant who is a participant in Decatur Housing Authority's Section 8 Housing Choice Voucher program (tenant has a voucher from Decatur Housing Authority) you will need to register with Decatur Housing Authority. You can register by picking up a Landlord packet at our Central Office, 750 Commerce Drive, Suite 400, Decatur, Georgia 30030 – Monday through Friday 8:00 a.m. to 5:00 p.m., or by accessing www.decaturhousing.org.

PROSPECTIVE TENANT'S NAME: _____

WHEN A BUSINESS OWNS THE AVAILABLE PROPERTY: (Original signatures required)

Please use the check list below to eliminate delay in processing and submit accordingly.

1. Owner completes a Landlord Packet (access links below)
 - Registering Property
 - Owner Information Form
 - Direct Deposit (owner's original ink signature)
 - Change Information Form
 - W-9 (owner's original ink signature)
2. Owner's W-9, Direct Deposit Authorization (All forms listed require original owner signature).
3. As manager, you may encounter signature restrictions, for example, owner's W-9, Direct Deposit Authorization. Such forms require original owner signatures.

Additional documents required with the completed packet, if using a management company are:

- a) Management agreement signed by both parties. (If applicable)
(If using an agent) Employer's statement for agent: A clear copy of the agent's photo identification.

Additional documents required to submit with the completed packet are:

- b) IRS document assigning EIN for both owner and company. To obtain IRS document assigning EIN, the owner may call 1-800-829-4933, ask for business matters, complete IRS phone verification, EIN can be faxed directly.
- c) Certificate of Organization & Articles of Incorporation/Organization. To obtain Certificate of Organization & Articles of Incorporation the owner may visit 214 State Capitol, Atlanta, GA 30334 or phone 404-656-2881
- d) Recorded Warranty Deed
- e) W-9 completed for both owner and company, unless owner owned and operated
- f) Blank Pre-printed voided check. (PHYSICAL CHECK, NOT A PHOTOCOPY)
- g) Direct Deposit Form (must be the owner's signature)

Landlord Briefing Information

DHA conducts landlord briefings each month, January through October. You may obtain a landlord briefing registration form from our website, www.decaurhousing.org or from our Central Office receptionist. Attendance at the landlord briefing is recommended for all Decatur Housing Authority landlords.

The current Payment Standards and Occupancy Standards for our agency may differ from other housing authorities.

If you have any questions, please email cch@decaurha.org or call (404)270-2100.

Thank you and have a pleasant day.

Landlord Liaison
Decatur Housing Authority
750 Commerce Drive Suite 400
Decatur GA 30030
404-270-2100 office
404-270-2122 fax
cch@decaurha.org
www.decaurhousing.org