



# Housing Authority of the City of Decatur, Georgia

## LANDLORD BRIEFING REGISTRATION

**PLEASE WRITE LEGIBLY**

Email confirmation will be sent to the address as it appears. Completed forms should be submitted to the Receptionist. **INCOMPLETE FORMS WILL NOT BE ACCEPTED AND YOU WILL NOT BE REGISTERED.** All requested information must be provided. **You will need an email address to be registered.**

### CONTACT INFORMATION

Name: \_\_\_\_\_  
First Last

Mailing Address: \_\_\_\_\_  
Street Suite/Apartment #  
\_\_\_\_\_ City State Zip

Home Phone: \_\_\_\_\_ Work Phone: \_\_\_\_\_

Cell Phone: \_\_\_\_\_ Email Address: \_\_\_\_\_

### PROPERTY INFORMATION

Total number of rental units you own: \_\_\_\_\_ and/or manage: \_\_\_\_\_

Total number of Section 8 units you currently have under HAP contract: \_\_\_\_\_

### BRIEFING REGISTRATION

I will attend the Landlord Briefing session scheduled on (required): \_\_\_\_\_

Please select an alternate date in the event your first choice is full (required): \_\_\_\_\_

### REGISTRATION INSTRUCTIONS

**Seating is limited to twenty (20) people.** Your registration form **MUST** be received **NO LATER THAN FIVE (5) BUSINESS DAYS** prior to the briefing. **No Exceptions.** Confirmation will be received by email, so please write legibly. If you do not receive confirmation, you have not been registered. Choose a preferred and alternate briefing date. You will be rescheduled if you miss the first briefing (no action is required on you part). If you miss the alternate date, you will be required to submit a new registration form.

The Landlord Briefing is designed to help our landlords learn about the Decatur Housing Authority Section 8 Housing Choice Voucher program. Attendance is highly recommended. Pre-registration is required. You may pre-register by mail to the address below, by email to [ala@decaturha.org](mailto:ala@decaturha.org) (please attach your registration form), by fax at 404-270-2122 or you may bring your registration form to our office. **Each attendee must be registered separately.** If you have questions or need additional information please email [ala@decaturha.org](mailto:ala@decaturha.org).

**Send mail to:**  
Decatur Housing Authority  
750 Commerce Drive Suite 110  
Decatur, GA 30030

**Landlord Briefing will be held at:**  
Oliver House  
1452 Commerce Drive  
Decatur, GA 30030

## Section 8 Housing Choice voucher Program

### Landlord Briefing

Briefings will be limited to 20 landlords per session.

#### Briefing Dates

2:00 pm.

January 18, 2017

February 15, 2017

March 15, 2017

April 19, 2017

May 17, 2017

June 21, 2017

July 19, 2017

August 16, 2017

September 20, 2017

October 18, 2017

#### **REGISTRATION INSTRUCTIONS**

Please read and follow the instructions to ensure prompt processing of your registration. These procedures are strictly enforced.

The landlord briefing is designed to help landlords learn about the Housing Choice Voucher program at Decatur Housing Authority. Attendance is recommended.

**PRE-REGISTRATION IS REQUIRED.** You may pre-register by regular mail to the address above, by emailing your registration form to [ala@decaturha.org](mailto:ala@decaturha.org), by fax to 404-270-2122 or you may register in person at our office. Each attendee must be registered separately. Your registration form **MUST** be received no later than five (5) business days prior to the briefing. **NO EXCEPTIONS.**

Confirmation will be received by email so please write legibly. If you do not receive confirmation, you have not been registered.

Choose a preferred AND alternate date. You will be rescheduled if you miss the first meeting. If you miss the alternate date you will be required to submit a new registration form.