

## **Registering Property with Housing Choice Voucher Program**

Dear landlord:

The Decatur Housing Authority (DHA) is committed to providing to you the highest quality of service possible; therefore these procedures are implemented to ensure that when you register your property with our agency that it is a pleasant transaction. The procedures apply to single-family units (a single-family house, condominium, or townhouse).

In order to register your property with the DHA Section 8 Housing Choice Voucher Program, will need to take the following necessary steps:

**1. If you are registering your property for the first time**

Please complete all of the attached forms.

What follows is a list of items we need to have in order to register your property to participate in the Section 8 program. The completed documents may not be mailed or faxed, nor can you have the forms dropped off by someone other than yourself. We request that you personally bring in the forms so that we can ensure that you are, in fact, the person to whom we should be submitting payments, because the federal Tax I D/social security number must match the given name of the property owner. If it does not, your property will not be listed by DHA.

1. Current driver's license, or Georgia State Photo Identification or current work photo identification.
2. Social Security Card
3. Original or certified copy of the executed Warranty Deed or Quit claim Deed. (if an unexecuted deed is submitted, we must have a letter from the closing attorney stating that the original deed has been filed with DeKalb County.)
4. A Post Office Box will not be accepted as a mailing address unless proof of a home street address has also been submitted to DHA. You must show a current official piece of mail addressed to you at the home street address you submitted.
5. A blank voided check for Direct Deposit.
6. Completion of an IRS form W-9 (We have blank forms available).
7. A management agreement, if the owner is using an agent. The management agreement must specify to what extent the owner gives the agent authorization to act on his/her behalf.

Please bring all of the above listed information to DHA (no appointment is necessary to submit the requested information). The front desk staff will make copies of all necessary owner information and forward this information.

If you have questions or concerns about the process after you submit your paperwork, you can request an appointment. To ensure quality services and to reduce your potential waiting time, we strongly recommended that you request an appointment in advance.

All other Section 8 landlord inquiries can be answered during Landlord Briefings. Please call the DeKalb Housing Authority for additional information. The DeKalb Section 8 phone number is (404) 270-2600.

Your attendance at a Landlord Briefing is not mandatory in order to participate in DHA's Section 8 Housing Choice Voucher Program; however, it is strongly encouraged. It is DHA's position that those landlords who attend a briefing have a far better success rate in working with the Section 8 program and its clients than those landlords who chose not attend.

If you should have questions, please feel free to contact the Housing Authority.