**LANDLORD PACKET**

Thank you for participating in the Housing Choice Voucher Program!

If you have questions, please do not hesitate to contact us at **(207)624-5789** or **1-866-357-4853**

**\*FAX** documents to **207-624-5713**

**\*EMAIL** documents to **section8hcv@mainehousing.org**

* **It is very important that you and the tenant take your time with this packet and be sure to complete each form.**
* **You will note that some forms are signed by the landlord only, and some must be signed by both the tenant and landlord.**

**When we receive this packet, it must contain the following completed forms:**

1. **Request for Tenancy Approval** - It is crucial that you fill out ALL sections of this form. This is a 2-page form and must be completed, signed and dated by both parties.
2. **Relative Policy**
3. **Lead Paint Hazards** – This is a Federal law. PLEASE take your time and be sure to complete all applicable check-off boxes and signatures. **NOTE**: This disclosure is required for properties built before 1978.
4. **IRS Form W-9** – The name and Taxpayer Identification Number given on this form is who the check must be made payable to, and who the Form 1099 will be sent to.
5. **Owners Information**
6. **ACH Transfer/Deposit form** – to sign up for payments via direct deposit, please complete this form**.**
7. You must also provide a **SAMPLE copy of the lease** you intend to use. This is for our review only, and must NOT be signed and executed. **Please see Notice to Landlords, which outlines what HUD requires the lease to contain.** After the unit passes, inspection and we determine the actual move-in date you will be asked to execute a lease. Program regulations require a 12-month lease.

**Other documents included in this packet:**

**• Notice to Landlords –** Provides important information concerning the inspection and payment process.

**• HCV Move-In Inspection Checklist –** Provides important information concerning the inspection requirements

• **Landlord Resources** – Provides listing of MaineHousing resources available to landlords

• **VAWA** –Provides important information regarding a landlord’s obligations under the Violence Against Women Act (VAWA)