



## Bossier Parish Housing Authority

3022 Old Minden Road, Suite 206

Bossier City, LA 71112-2454

Phone: (318) 747-7823

Fax: (318) 747-3370

May 18, 2009

Dear Prospective Landlord:

Thank you for taking the time to review the documents enclosed in this Landlord Briefing Packet. In this folder, you will find the following information:

*Housing Assistance Payments (HAP) Contract* (form [HUD-52641](#)), prepared by our office, is used to initiate payments for assisted families and outlines the responsibilities of the owner and this office;

*Tenancy Addendum* (form [HUD-52641-A](#)) which will be attached to ***YOUR***<sup>1</sup> lease (there is no Section 8 lease, however HUD does specify information that your lease must cover); and *Inspection Form* (form [HUD-52580-A](#)) which shows the minimum Housing Quality Standards for a property to participate in the program.

You will also find a copy of the following documents, issued to the family, included here for your review:

*Request for Tenancy Approval* (form [HUD-52517](#)) which is used by the family to tell our office where they want to rent

*Voucher* (form [HUD-52646](#)) which outlines the obligation a family must adhere to while receiving rental assistance through this program; and a *Worksheet for Housing Choice Voucher Program Computations* usually called the “affordability worksheet” which is prepared by our office for the family to let them know the maximum allowable gross rent (contract rent + applicable utility allowance) for their family.

A *Request for Taxpayer Identification Number and Certification* (form [W-9](#)) is included for you to submit your Tax I.D. or SS number. A copy of your SS Card or Tax I.D. letter from the IRS along with a picture I.D. is required. We do this in order to ensure that we are

---

<sup>1</sup> HUD Lease Requirements as listed at 24 CFR 982.308 include the following:

- |   |   |
|---|---|
| 1. The name of the Owner and the Tenant | 2. The names of PHA approved family members or live-in-aide                           |
| 3. The complete address of unit         | 4. the term of the lease including any provisions for renewal                         |
| 5. The amount of the monthly rent       | 6. A specification of who (owner or tenant) supplies what utilities and appliances    |
| 7. HUD Tenancy Addendum                 | 8. Lead Paint Disclosure for property built prior to 1978 (available in our office or |

at [http://www.epa.gov/lead/pubs/lesr\\_eng.pdf](http://www.epa.gov/lead/pubs/lesr_eng.pdf)

If your lease does not meet the requirements, you can find a leases at your local office supply store or a sample lease at

<http://office.microsoft.com/en-us/results.aspx?Scope=TC&Query=home+rental>

doing business with the owner of the property and that no errors or problems arise at tax time.

Proof of ownership of the property <sup>2</sup> is required for individual owners. For apartment complexes, we require a letter from the home office, which states who has the authority to sign documents on their behalf. Information collected on your property is held in the same confidence as information on program participants.

Please consider these facts, over the past few years HUD has endeavored to make the Housing Choice Voucher program more market friendly by removing from the federal regulation items, which, “turned off” many prospective property owners. These changes included the removal of the “Take-One, Take-All” regulation – you may now rent to only those persons who qualify for your property and removal of the “HUD Lease” – The Tenancy Addendum is attached to your lease. Our office strives to make leasing to an assisted family as painless as possible for prospective property owners by educating our families about the program, completing payments to property owners on time every month, and requiring only those items, which HUD makes necessary for proper and successful program operation.

Thank you for taking the time to review the information included in the packet. If you have any questions please do not hesitate to call our office and speak with one of our staff members. We would also invite you to visit our website at [www.la190.org](http://www.la190.org). You can find links to various websites, which offer additional information about assisted housing, and email links to our staff.

Sincerely,

Donna Land  
Deputy Director

---

<sup>2</sup> Acceptable Documents include one or more of the following:  
Cash Sale Deed (Recorded)  
HUD -1  
Title / registration (Manufactured Housing)  
Current Year Tax Statement (proof of payment)  
Mortgage Documents  
Copy of recorded transaction from Clerk of Court’s office  
Copy of Management Agreement (if property is managed by other than Owner)