

Sample Documentation



Place of Apartments

123 APARTMENT LANE, TOWNCITY, IL 12345

National Housing Compliance
1975 Lakeside Pkwy, Suite 310
Tucker, GA 30084

January 1, 2024

To Whom it May Concern:

This is to notify you that I am the new owner principal of Apartment Place - GA00X00000. HUD has been notified.

This letter also serves as notice that Place of Apartments is authorizing the deposit of monthly Housing Assistance Payments to the account below:

Bank: 1st Bank, 220 S. Street, Any Town, ST 12345

Routing Number: 123456789

Account Number: 123456789101

Should you have any questions, please don't hesitate to reach out.

Respectfully,



Jane Smith

OWNER PRINCIPAL

Place of Apartments



National Housing Compliance

Signature Authorization Form

Property: Apartment Place **Contract Number:** IL00X000000

This is my official notice that the following employees/individuals are authorized to sign official Section 8 business documents on behalf of the property indicated above, such as: Certifications (form HUD 50059), Exigent Health & Safety Certification (EH&S), FHEO documentation, Contracts, Rent Schedules, and other HUD forms, contracts and agreements.

HUD will accept the signature of an individual who has been granted authority on behalf of the owner and whose signature legally binds the owner entity and controlling individuals to the terms and conditions specified in the aforementioned documents.

After each employee name, list the types of document(s) each person is authorized to sign. For anyone authorized to sign all documents, you may state "All."

The employee/individuals listed below will continue to have such signature authorization until I, as the owner, have notified, in writing of any changes.

Employee Name	These Documents
John Doe	HUD 50059
Adam Smith	Contracts
Tom Brown	Vouchers and Claims
Mary Jones	ALL
Bob Lee	ALL

Signed (Property Owner Only): Jane Smith **Date:** 1/2/3000

Print Name: Jane Smith **Phone:** 123-456-7890

Title: Owner Principal

Owner Company Name: Place of Apartments

Address: 123 Apartment Lane

City: Towncity **State:** IL **Zip** 12345

NHC will cross reference this authorization for and will not accept (or process) documents if signed by any other party not listed above on this form.

***Please refer to the Transition to PBCA Checklist for Delivery Instructions.**

Request for Taxpayer Identification Number and Certification

Give Form to the requester. Do not send to the IRS.

▶ Go to www.irs.gov/FormW9 for instructions and the latest information.

1 Name (as shown on your income tax return). Name is required on this line; do not leave this line blank.

Place of Apartments

2 Business name/disregarded entity name, if different from above

3 Check appropriate box for federal tax classification of the person whose name is entered on line 1. Check only one of the following seven boxes.

- Individual/sole proprietor or single-member LLC
- C Corporation
- S Corporation
- Partnership
- Trust/estate
- Limited liability company. Enter the tax classification (C=C corporation, S=S corporation, P=Partnership) ▶ _____
- Note:** Check the appropriate box in the line above for the tax classification of the single-member owner. Do not check LLC if the LLC is classified as a single-member LLC that is disregarded from the owner unless the owner of the LLC is another LLC that is not disregarded from the owner for U.S. federal tax purposes. Otherwise, a single-member LLC that is disregarded from the owner should check the appropriate box for the tax classification of its owner.
- Other (see instructions) ▶ _____

4 Exemptions (codes apply only to certain entities, not individuals; see instructions on page 3):

Exempt payee code (if any) _____

Exemption from FATCA reporting code (if any) _____

(Applies to accounts maintained outside the U.S.)

5 Address (number, street, and apt. or suite no.) See instructions.

123 Apartment Lane

Requester's name and address (optional)

National Housing Compliance
1975 Lakeside Parkway, Suite 310
Tucker, GA 30084

6 City, state, and ZIP code

Towncity, IL 12345

7 List account number(s) here (optional)

Print or type. See Specific Instructions on page 3.

Part I Taxpayer Identification Number (TIN)

Enter your TIN in the appropriate box. The TIN provided must match the name given on line 1 to avoid backup withholding. For individuals, this is generally your social security number (SSN). However, for a resident alien, sole proprietor, or disregarded entity, see the instructions for Part I, later. For other entities, it is your employer identification number (EIN). If you do not have a number, see *How to get a TIN*, later.

Note: If the account is in more than one name, see the instructions for line 1. Also see *What Name and Number To Give the Requester* for guidelines on whose number to enter.

Social security number								
			-					

or

Employer identification number									
1	2	-	3	4	5	6	7	8	9

Part II Certification

Under penalties of perjury, I certify that:

- The number shown on this form is my correct taxpayer identification number (or I am waiting for a number to be issued to me); and
- I am not subject to backup withholding because: (a) I am exempt from backup withholding, or (b) I have not been notified by the Internal Revenue Service (IRS) that I am subject to backup withholding as a result of a failure to report all interest or dividends, or (c) the IRS has notified me that I am no longer subject to backup withholding; and
- I am a U.S. citizen or other U.S. person (defined below); and
- The FATCA code(s) entered on this form (if any) indicating that I am exempt from FATCA reporting is correct.

Certification instructions. You must cross out item 2 above if you have been notified by the IRS that you are currently subject to backup withholding because you have failed to report all interest and dividends on your tax return. For real estate transactions, item 2 does not apply. For mortgage interest paid, acquisition or abandonment of secured property, cancellation of debt, contributions to an individual retirement arrangement (IRA), and generally, payments other than interest and dividends, you are not required to sign the certification, but you must provide your correct TIN. See the instructions for Part II, later.

Sign Here

Signature of U.S. person ▶

Jane Smith

Date ▶ 1/2/3000

General Instructions

Section references are to the Internal Revenue Code unless otherwise noted.

Future developments. For the latest information about developments related to Form W-9 and its instructions, such as legislation enacted after they were published, go to www.irs.gov/FormW9.

Purpose of Form

An individual or entity (Form W-9 requester) who is required to file an information return with the IRS must obtain your correct taxpayer identification number (TIN) which may be your social security number (SSN), individual taxpayer identification number (ITIN), adoption taxpayer identification number (ATIN), or employer identification number (EIN), to report on an information return the amount paid to you, or other amount reportable on an information return. Examples of information returns include, but are not limited to, the following.

- Form 1099-INT (interest earned or paid)

- Form 1099-DIV (dividends, including those from stocks or mutual funds)
- Form 1099-MISC (various types of income, prizes, awards, or gross proceeds)
- Form 1099-B (stock or mutual fund sales and certain other transactions by brokers)
- Form 1099-S (proceeds from real estate transactions)
- Form 1099-K (merchant card and third party network transactions)
- Form 1098 (home mortgage interest), 1098-E (student loan interest), 1098-T (tuition)
- Form 1099-C (canceled debt)
- Form 1099-A (acquisition or abandonment of secured property)

Use Form W-9 only if you are a U.S. person (including a resident alien), to provide your correct TIN.

If you do not return Form W-9 to the requester with a TIN, you might be subject to backup withholding. See What is backup withholding, later.