

**The Housing Authority of the City of College Park
Housing Choice Voucher Program
Landlord Orientation Briefing
2000 W. Princeton Avenue, College Park, GA 30337
Housing Choice Voucher Program Conference Room
@ 1:00 p.m.**

Are you a homeowner or property manager and want to lease your property to a Housing Choice Voucher participant? If so, please join us on the first Tuesday of every month for our New Landlord Orientation Briefing.

Up-coming dates are:

Tuesday, February 6, 2018
Tuesday, March 6, 2018
Tuesday, April 3, 2018
Tuesday, May 1, 2018
Tuesday, June 5, 2018
Tuesday, July 3, 2018
Tuesday, August 7, 2018
Tuesday, September 4, 2018
Tuesday, October 2, 2018
and Tuesday, November 6, 2018



Some topics that will be covered are;

- a. Areas we cover
- b. Request for Tenancy Approval
- c. Housing Assistance Payments (HAP's); how rents are determined
- d. Getting landlords prepared for an inspection
- e. Getting property registered



To register contact:
Melvin K. Smikes
Administrative Coordinator/Landlord Liaison
@ 404-559-2894 ext: 227 or
smikesm@bellsouth.net

1. Click on - Programs
Then - Section-8
Then - Registering Property

Contents:

Landlord Registration:

1. **Register Property**
 - i. **Check List**
 - ii. **Landlord Listing/Rent Reasonableness Form**
 - iii. **Landlord Certification**
 - iv. **Disclosure of Information on Lead Based Paint and/or Lead Based Paint Hazard**
 - v. **Request for Taxpayer Identification Number or Certification**
 - vi. **Direct Deposit Form**
2. **Web Site for Registering Properties**
3. **Areas We Cover**
4. **Areas We Don't Cover.**
5. **Payments Standards and Income Limits**
6. **Rent Reasonableness Form**
7. **Tenants Furnished Utilities**
8. **Contract Rent Matrix**
9. **Introduction Letter from Housing Authority Services**
10. **Types of Inspections**
11. **Check List For Preparing For Inspection**
12. **HQS Emergency Items**
13. **Ten Tips for Being A Successful Landlord**
14. **Residential Lease Agreement**
15. **Addendum**

1. Click on - Links
Then - Housing Authority Forms

Contents:

Housing Authority Form:

- 1. Request for Taxpayer (W-9) Form**
- 2. Change of Ownership Form**
- 3. Landlord Change of Address Form**
- 4. Interim-Reexamination Form**
- 5. Rental Increase Form**
- 6. Employment Verification Form**
- 7. Intent to Vacate Form**
- 8. Direct Deposit Form**



Commissioners:

Dr. Riley R. Swanson, Chairman
Stephen W. Thompson, Vice Chairman
Patricia Allen
Ralph Hodgins

Housing Authority
of the
City of College Park, Georgia
Housing Choice Voucher Program/Section 8
2000 W. Princeton Avenue
College Park, Georgia 30337
(404) 559-2894 office (404) 559-2896 fax

Phillip Taylor
Executive Director
Chelsea Walker
Director of Housing Assistance

Attention: Landlords (new, returning & prospective)

To list your property with the Housing Authority of the City of College Park (HACCP) you will need to submit the following documents.

Check-list!

- ☐ Proof of Insurance
- ☐ Copy of Warranty Deed, Security Statement or Settlement Statement
- ☐ Copy of Driver License
- ☐ Landlord Listing/Rent Reasonableness Form
- ☐ Signed Copy of Section 8 Landlord Certification
- ☐ Disclosure of Information on Lead-Based Paint and/or Lead Base Paint Hazards
- ☐ W-9 (Request for Taxpayer Identification Form)
- ☐ Direct Deposit Form
- ☐ **Note:** Property Manager – you need a signed Property Manager Agreement or Property Manager Contract notarized from landlord (**owner of property**) giving you permission to execute a lease agreement with tenant and HAP contract with the HACCP.

Landlord Telephone Number: _____

Landlord email address: _____

Home Owner Signature

Date: _____

Property Manager Signature

Date: _____

Housing Authority Personnel

Date: _____

**Housing Authority of the City of College Park, Housing Choice Voucher
Landlord Listing/Rent Reasonableness Form**

Property/Unit Address: _____

City, State & Zip Code: _____

☐ Single Family Detached

Rent Amount: _____

☐ High-Rise

Security Deposit: _____

☐ Duplex

No. of Bedroom: _____

☐ Apartment Complex

No. of Bathrooms: _____

☐ Condo/Townhomes/house

Tell us about the unit:

Living room

☐ yes ☐ no

Dinning room ☐ yes ☐ no

Washer/Dryer connection

☐ yes ☐ no

Kitchen Stove ☐ yes ☐ no

Refrigerator

☐ yes ☐ no

A/C ☐ yes ☐ no _____ Central unit or Window
unit how many _____

Square footage of unit: _____

Year unit built: _____

Check the Amenities

☐ Carpet

☐ Storm Windows

☐ Patio/porch/deck

☐ Wood stove

☐ Range

heat type _____

☐ Laundry Facility

☐ Playground

☐ Storage

☐ Handicap Accessible

☐ Dishwasher

☐ Fireplace

☐ Screens

☐ Parking

☐ Garage/Carport

Other amenities: _____

Any utilities provided

by landlord:

☐ yes ☐ no if yes, which ones _____

What the distance from the property to the

Elementary School _____

Middle School _____

High School _____

Shopping Center _____

Access to Marta ☐ yes ☐ no

Landlord/Contact Person:

Name: _____

Phone & or Pager: _____

Date listed: _____

☐ Godby Area

☐ Rugby Area



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Landlord Certification

○ **Ownership of Assisted Unit**

I certify that I am the Legal owner of the legally designated agent for the above referenced unit and that the prospective tenant has no ownership interest in this dwelling unit whatsoever.

○ **Approved Residents of Assisted Unit**

I understand that the family members listed on the dwelling lease agreement as approved by the Housing Authority are the only individuals permitted to reside in the unit. I also understand that I am not permitted to live in the unit while I am receiving housing assistance payment (HAP).

○ **Housing Quality Standards**

I understand my obligations in compliance with housing assistance payments contract to perform necessary maintenance so the unit continues to comply with Housing Quality Standards.

○ **Security Deposit and Tenant Rent Payments**

I understand that the tenant's portion of the contracted rent are determined by the Housing Authority and that it is illegal to charge any additional amounts for rent which have not been specially approved by the Housing Authority. I also understand that the Housing Authority requests that the security deposit not exceed one month's rent.

○ **Reporting Vacancies to the Housing Authority**

I understand that should the assisted unit become vacant, I am responsible to notify the Housing Authority in writing within 10 days.

○ **Administrative and Criminal Actions for Intentional Violations**

I understand that failure to comply with the terms and a responsibility of the Housing Assistance Payments Contract is grounds for termination of participation in the Housing Choice Voucher Program. I understand that knowingly falsifying material facts is a violation of State and Federal criminal law.

Print Name of Landlord/Agent

Signature of Landlord/Agent

Date

Disclosure of Information on Lead-Based Paint and/or Lead-Based Paint Hazards

Lead Warning Statement

Housing built before 1978 may contain lead-based paint. Lead from paint, paint chips, and dust can pose health hazards if not managed properly. Lead exposure is especially harmful to young children and pregnant women. Before renting pre-1978 housing, lessors must disclose the presence of known lead-based paint and/or lead-based paint hazards in the dwelling. Lessees must also receive a federally approved pamphlet on lead poisoning prevention.

Lessor's Disclosure

(a) Presence of lead-based paint and/or lead-based paint hazards (check (i) or (ii) below):

- (i) _____ Known lead-based paint and/or lead-based paint hazards are present in the housing (explain).

- (ii) _____ Lessor has no knowledge of lead-based paint and/or lead-based paint hazards in the housing.

(b) Records and reports available to the lessor (check (i) or (ii) below):

- (i) _____ Lessor has provided the lessee with all available records and reports pertaining to lead-based paint and/or lead-based paint hazards in the housing (list documents below).

- (ii) _____ Lessor has no reports or records pertaining to lead-based paint and/or lead-based paint hazards in the housing.

Lessee's Acknowledgment (initial)

(c) _____ Lessee has received copies of all information listed above.

(d) _____ Lessee has received the pamphlet *Protect Your Family from Lead in Your Home*.

Agent's Acknowledgment (initial)

(e) _____ Agent has informed the lessor of the lessor's obligations under 42 U.S.C. 4852(d) and is aware of his/her responsibility to ensure compliance.

Certification of Accuracy

The following parties have reviewed the information above and certify, to the best of their knowledge, that the information they have provided is true and accurate.

_____ Lessor	_____ Date	_____ Lessor	_____ Date
_____ Lessee	_____ Date	_____ Lessee	_____ Date
_____ Agent	_____ Date	_____ Agent	_____ Date

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.

Print or type. See Specific Instructions on page 3.	1 Name (as shown on your income tax return). Name is required on this line; do not leave this line blank.	
	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. <input type="checkbox"/> Individual/sole proprietor or single-member LLC <input type="checkbox"/> 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. <input type="checkbox"/> 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) _____ <small>(Applies to accounts maintained outside the U.S.)</small>
	5 Address (number, street, and apt. or suite no.) See instructions.	Requester's name and address (optional)
	6 City, state, and ZIP code	
7 List account number(s) here (optional)		

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											
				-							

Part II Certification

Under penalties of perjury, I certify that:

1. 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
2. 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
3. I am a U.S. citizen or other U.S. person (defined below); and
4. 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 ►

Date ►

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.

By signing the filled-out form, you:

1. Certify that the TIN you are giving is correct (or you are waiting for a number to be issued),
2. Certify that you are not subject to backup withholding, or
3. Claim exemption from backup withholding if you are a U.S. exempt payee. If applicable, you are also certifying that as a U.S. person, your allocable share of any partnership income from a U.S. trade or business is not subject to the withholding tax on foreign partners' share of effectively connected income, and
4. Certify that FATCA code(s) entered on this form (if any) indicating that you are exempt from the FATCA reporting, is correct. See *What is FATCA reporting*, later, for further information.

Note: If you are a U.S. person and a requester gives you a form other than Form W-9 to request your TIN, you must use the requester's form if it is substantially similar to this Form W-9.

Definition of a U.S. person. For federal tax purposes, you are considered a U.S. person if you are:

- An individual who is a U.S. citizen or U.S. resident alien;
- A partnership, corporation, company, or association created or organized in the United States or under the laws of the United States;
- An estate (other than a foreign estate); or
- A domestic trust (as defined in Regulations section 301.7701-7).

Special rules for partnerships. Partnerships that conduct a trade or business in the United States are generally required to pay a withholding tax under section 1446 on any foreign partners' share of effectively connected taxable income from such business. Further, in certain cases where a Form W-9 has not been received, the rules under section 1446 require a partnership to presume that a partner is a foreign person, and pay the section 1446 withholding tax. Therefore, if you are a U.S. person that is a partner in a partnership conducting a trade or business in the United States, provide Form W-9 to the partnership to establish your U.S. status and avoid section 1446 withholding on your share of partnership income.

In the cases below, the following person must give Form W-9 to the partnership for purposes of establishing its U.S. status and avoiding withholding on its allocable share of net income from the partnership conducting a trade or business in the United States.

- In the case of a disregarded entity with a U.S. owner, the U.S. owner of the disregarded entity and not the entity;
- In the case of a grantor trust with a U.S. grantor or other U.S. owner, generally, the U.S. grantor or other U.S. owner of the grantor trust and not the trust; and
- In the case of a U.S. trust (other than a grantor trust), the U.S. trust (other than a grantor trust) and not the beneficiaries of the trust.

Foreign person. If you are a foreign person or the U.S. branch of a foreign bank that has elected to be treated as a U.S. person, do not use Form W-9. Instead, use the appropriate Form W-8 or Form 8233 (see Pub. 515, *Withholding of Tax on Nonresident Aliens and Foreign Entities*).

Nonresident alien who becomes a resident alien. Generally, only a nonresident alien individual may use the terms of a tax treaty to reduce or eliminate U.S. tax on certain types of income. However, most tax treaties contain a provision known as a "saving clause." Exceptions specified in the saving clause may permit an exemption from tax to continue for certain types of income even after the payee has otherwise become a U.S. resident alien for tax purposes.

If you are a U.S. resident alien who is relying on an exception contained in the saving clause of a tax treaty to claim an exemption from U.S. tax on certain types of income, you must attach a statement to Form W-9 that specifies the following five items.

1. The treaty country. Generally, this must be the same treaty under which you claimed exemption from tax as a nonresident alien.
2. The treaty article addressing the income.
3. The article number (or location) in the tax treaty that contains the saving clause and its exceptions.
4. The type and amount of income that qualifies for the exemption from tax.
5. Sufficient facts to justify the exemption from tax under the terms of the treaty article.

Example. Article 20 of the U.S.-China income tax treaty allows an exemption from tax for scholarship income received by a Chinese student temporarily present in the United States. Under U.S. law, this student will become a resident alien for tax purposes if his or her stay in the United States exceeds 5 calendar years. However, paragraph 2 of the first Protocol to the U.S.-China treaty (dated April 30, 1984) allows the provisions of Article 20 to continue to apply even after the Chinese student becomes a resident alien of the United States. A Chinese student who qualifies for this exception (under paragraph 2 of the first protocol) and is relying on this exception to claim an exemption from tax on his or her scholarship or fellowship income would attach to Form W-9 a statement that includes the information described above to support that exemption.

If you are a nonresident alien or a foreign entity, give the requester the appropriate completed Form W-8 or Form 8233.

Backup Withholding

What is backup withholding? Persons making certain payments to you must under certain conditions withhold and pay to the IRS 28% of such payments. This is called "backup withholding." Payments that may be subject to backup withholding include interest, tax-exempt interest, dividends, broker and barter exchange transactions, rents, royalties, nonemployee pay, payments made in settlement of payment card and third party network transactions, and certain payments from fishing boat operators. Real estate transactions are not subject to backup withholding.

You will not be subject to backup withholding on payments you receive if you give the requester your correct TIN, make the proper certifications, and report all your taxable interest and dividends on your tax return.

Payments you receive will be subject to backup withholding if:

1. You do not furnish your TIN to the requester,
2. You do not certify your TIN when required (see the instructions for Part II for details),
3. The IRS tells the requester that you furnished an incorrect TIN,
4. The IRS tells you that you are subject to backup withholding because you did not report all your interest and dividends on your tax return (for reportable interest and dividends only), or
5. You do not certify to the requester that you are not subject to backup withholding under 4 above (for reportable interest and dividend accounts opened after 1983 only).

Certain payees and payments are exempt from backup withholding. See *Exempt payee code*, later, and the separate Instructions for the Requester of Form W-9 for more information.

Also see *Special rules for partnerships*, earlier.

What is FATCA Reporting?

The Foreign Account Tax Compliance Act (FATCA) requires a participating foreign financial institution to report all United States account holders that are specified United States persons. Certain payees are exempt from FATCA reporting. See *Exemption from FATCA reporting code*, later, and the Instructions for the Requester of Form W-9 for more information.

Updating Your Information

You must provide updated information to any person to whom you claimed to be an exempt payee if you are no longer an exempt payee and anticipate receiving reportable payments in the future from this person. For example, you may need to provide updated information if you are a C corporation that elects to be an S corporation, or if you no longer are tax exempt. In addition, you must furnish a new Form W-9 if the name or TIN changes for the account; for example, if the grantor of a grantor trust dies.

Penalties

Failure to furnish TIN. If you fail to furnish your correct TIN to a requester, you are subject to a penalty of \$50 for each such failure unless your failure is due to reasonable cause and not to willful neglect.

Civil penalty for false information with respect to withholding. If you make a false statement with no reasonable basis that results in no backup withholding, you are subject to a \$500 penalty.

Criminal penalty for falsifying information. Willfully falsifying certifications or affirmations may subject you to criminal penalties including fines and/or imprisonment.

Misuse of TINs. If the requester discloses or uses TINs in violation of federal law, the requester may be subject to civil and criminal penalties.

Specific Instructions

Line 1

You must enter one of the following on this line; **do not** leave this line blank. The name should match the name on your tax return.

If this Form W-9 is for a joint account (other than an account maintained by a foreign financial institution (FFI)), list first, and then circle, the name of the person or entity whose number you entered in Part I of Form W-9. If you are providing Form W-9 to an FFI to document a joint account, each holder of the account that is a U.S. person must provide a Form W-9.

a. Individual. Generally, enter the name shown on your tax return. If you have changed your last name without informing the Social Security Administration (SSA) of the name change, enter your first name, the last name as shown on your social security card, and your new last name.

Note: ITIN applicant: Enter your individual name as it was entered on your Form W-7 application, line 1a. This should also be the same as the name you entered on the Form 1040/1040A/1040EZ you filed with your application.

b. Sole proprietor or single-member LLC. Enter your individual name as shown on your 1040/1040A/1040EZ on line 1. You may enter your business, trade, or "doing business as" (DBA) name on line 2.

c. Partnership, LLC that is not a single-member LLC, C corporation, or S corporation. Enter the entity's name as shown on the entity's tax return on line 1 and any business, trade, or DBA name on line 2.

d. Other entities. Enter your name as shown on required U.S. federal tax documents on line 1. This name should match the name shown on the charter or other legal document creating the entity. You may enter any business, trade, or DBA name on line 2.

e. Disregarded entity. For U.S. federal tax purposes, an entity that is disregarded as an entity separate from its owner is treated as a "disregarded entity." See Regulations section 301.7701-2(c)(2)(iii). Enter the owner's name on line 1. The name of the entity entered on line 1 should never be a disregarded entity. The name on line 1 should be the name shown on the income tax return on which the income should be reported. For example, if a foreign LLC that is treated as a disregarded entity for U.S. federal tax purposes has a single owner that is a U.S. person, the U.S. owner's name is required to be provided on line 1. If the direct owner of the entity is also a disregarded entity, enter the first owner that is not disregarded for federal tax purposes. Enter the disregarded entity's name on line 2, "Business name/disregarded entity name." If the owner of the disregarded entity is a foreign person, the owner must complete an appropriate Form W-8 instead of a Form W-9. This is the case even if the foreign person has a U.S. TIN.

Line 2

If you have a business name, trade name, DBA name, or disregarded entity name, you may enter it on line 2.

Line 3

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

IF the entity/person on line 1 is a(n) . . .	THEN check the box for . . .
• Corporation	Corporation
• Individual • Sole proprietorship, or • Single-member limited liability company (LLC) owned by an individual and disregarded for U.S. federal tax purposes.	Individual/sole proprietor or single-member LLC
• LLC treated as a partnership for U.S. federal tax purposes, • LLC that has filed Form 8832 or 2553 to be taxed as a corporation, or • LLC that is disregarded as an entity separate from its owner but the owner is another LLC that is not disregarded for U.S. federal tax purposes.	Limited liability company and enter the appropriate tax classification. (P= Partnership; C= C corporation; or S= S corporation)
• Partnership	Partnership
• Trust/estate	Trust/estate

Line 4, Exemptions

If you are exempt from backup withholding and/or FATCA reporting, enter in the appropriate space on line 4 any code(s) that may apply to you.

Exempt payee code.

- Generally, individuals (including sole proprietors) are not exempt from backup withholding.
- Except as provided below, corporations are exempt from backup withholding for certain payments, including interest and dividends.
- Corporations are not exempt from backup withholding for payments made in settlement of payment card or third party network transactions.
- Corporations are not exempt from backup withholding with respect to attorneys' fees or gross proceeds paid to attorneys, and corporations that provide medical or health care services are not exempt with respect to payments reportable on Form 1099-MISC.

The following codes identify payees that are exempt from backup withholding. Enter the appropriate code in the space in line 4.

1—An organization exempt from tax under section 501(a), any IRA, or a custodial account under section 403(b)(7) if the account satisfies the requirements of section 401(f)(2)

2—The United States or any of its agencies or instrumentalities

3—A state, the District of Columbia, a U.S. commonwealth or possession, or any of their political subdivisions or instrumentalities

4—A foreign government or any of its political subdivisions, agencies, or instrumentalities

5—A corporation

6—A dealer in securities or commodities required to register in the United States, the District of Columbia, or a U.S. commonwealth or possession

7—A futures commission merchant registered with the Commodity Futures Trading Commission

8—A real estate investment trust

9—An entity registered at all times during the tax year under the Investment Company Act of 1940

10—A common trust fund operated by a bank under section 584(a)

11—A financial institution

12—A middleman known in the investment community as a nominee or custodian

13—A trust exempt from tax under section 664 or described in section 4947

1. Interest, dividend, and barter exchange accounts opened before 1984 and broker accounts considered active during 1983. You must give your correct TIN, but you do not have to sign the certification.

2. Interest, dividend, broker, and barter exchange accounts opened after 1983 and broker accounts considered inactive during 1983. You must sign the certification or backup withholding will apply. If you are subject to backup withholding and you are merely providing your correct TIN to the requester, you must cross out item 2 in the certification before signing the form.

3. Real estate transactions. You must sign the certification. You may cross out item 2 of the certification.

4. Other payments. You must give your correct TIN, but you do not have to sign the certification unless you have been notified that you have previously given an incorrect TIN. "Other payments" include payments made in the course of the requester's trade or business for rents, royalties, goods (other than bills for merchandise), medical and health care services (including payments to corporations), payments to a nonemployee for services, payments made in settlement of payment card and third party network transactions, payments to certain fishing boat crew members and fishermen, and gross proceeds paid to attorneys (including payments to corporations).

5. Mortgage interest paid by you, acquisition or abandonment of secured property, cancellation of debt, qualified tuition program payments (under section 529), ABLE accounts (under section 529A), IRA, Coverdell ESA, Archer MSA or HSA contributions or distributions, and pension distributions. You must give your correct TIN, but you do not have to sign the certification.

What Name and Number To Give the Requester

For this type of account:	Give name and SSN of:
1. Individual	The individual
2. Two or more individuals (joint account) other than an account maintained by an FFI	The actual owner of the account or, if combined funds, the first individual on the account ¹
3. Two or more U.S. persons (joint account maintained by an FFI)	Each holder of the account
4. Custodial account of a minor (Uniform Gift to Minors Act)	The minor ²
5. a. The usual revocable savings trust (grantor is also trustee)	The grantor-trustee ¹
b. So-called trust account that is not a legal or valid trust under state law	The actual owner ¹
6. Sole proprietorship or disregarded entity owned by an individual	The owner ³
7. Grantor trust filing under Optional Form 1099 Filing Method 1 (see Regulations section 1.671-4(b)(2)(i)(A))	The grantor ⁴
For this type of account:	Give name and EIN of:
8. Disregarded entity not owned by an individual	The owner
9. A valid trust, estate, or pension trust	Legal entity ⁴
10. Corporation or LLC electing corporate status on Form 8832 or Form 2553	The corporation
11. Association, club, religious, charitable, educational, or other tax-exempt organization	The organization
12. Partnership or multi-member LLC	The partnership
13. A broker or registered nominee	The broker or nominee

For this type of account:	Give name and EIN of:
14. Account with the Department of Agriculture in the name of a public entity (such as a state or local government, school district, or prison) that receives agricultural program payments	The public entity
15. Grantor trust filing under the Form 1041 Filing Method or the Optional Form 1099 Filing Method 2 (see Regulations section 1.671-4(b)(2)(i)(B))	The trust

¹ List first and circle the name of the person whose number you furnish. If only one person on a joint account has an SSN, that person's number must be furnished.

² Circle the minor's name and furnish the minor's SSN.

³ You must show your individual name and you may also enter your business or DBA name on the "Business name/disregarded entity" name line. You may use either your SSN or EIN (if you have one), but the IRS encourages you to use your SSN.

⁴ List first and circle the name of the trust, estate, or pension trust. (Do not furnish the TIN of the personal representative or trustee unless the legal entity itself is not designated in the account title.) Also see *Special rules for partnerships*, earlier.

***Note:** The grantor also must provide a Form W-9 to trustee of trust.

Note: If no name is circled when more than one name is listed, the number will be considered to be that of the first name listed.

Secure Your Tax Records From Identity Theft

Identity theft occurs when someone uses your personal information such as your name, SSN, or other identifying information, without your permission, to commit fraud or other crimes. An identity thief may use your SSN to get a job or may file a tax return using your SSN to receive a refund.

To reduce your risk:

- Protect your SSN,
- Ensure your employer is protecting your SSN, and
- Be careful when choosing a tax preparer.

If your tax records are affected by identity theft and you receive a notice from the IRS, respond right away to the name and phone number printed on the IRS notice or letter.

If your tax records are not currently affected by identity theft but you think you are at risk due to a lost or stolen purse or wallet, questionable credit card activity or credit report, contact the IRS Identity Theft Hotline at 1-800-908-4490 or submit Form 14039.

For more information, see Pub. 5027, Identity Theft Information for Taxpayers.

Victims of identity theft who are experiencing economic harm or a systemic problem, or are seeking help in resolving tax problems that have not been resolved through normal channels, may be eligible for Taxpayer Advocate Service (TAS) assistance. You can reach TAS by calling the TAS toll-free case intake line at 1-877-777-4778 or TTY/TDD 1-800-829-4059.

Protect yourself from suspicious emails or phishing schemes. Phishing is the creation and use of email and websites designed to mimic legitimate business emails and websites. The most common act is sending an email to a user falsely claiming to be an established legitimate enterprise in an attempt to scam the user into surrendering private information that will be used for identity theft.



ACH/Direct Deposit Terms & Conditions

The submission of the Authorization of ACH/Direct Deposit Form authorizes The Housing Authority of the City of College Park (HACCP) to electronically deposit payments through the Automated Clearing House (ACH) to the bank listed of the form. I hereby agree to the following terms & conditions:

1. This authorization of ACH/Direct Deposit will remain in effect until written notification is submitted to The Housing Authority of the City of College Park to terminate the payment transactions.
2. In the event that you change your account or relocate to another bank, HACCP requires a 30-day advance notification to transfer your payments to your new account. Completion of a new Authorization of ACH/Direct Deposit Form is required.
3. All payments will be made in accordance with HACCP's standard payment terms for Housing Assistance Payments (HAP) or vendor payments. Advance notice will be given to all participants if payment terms are altered or changed.
4. *During the term of the Housing Assistance Payment (HAP) contract*, monthly HAP payments will be made no later than the 5th of the month.
5. HACCP reserves the right to initiate a reversing entry as permitted by the Rules of the National Automated Clearing House Association.
6. HACCP has the right to change or terminate ACH/Direct Deposit services with proper advance notification to our landlords, customers or vendors.
7. If you already participate in the ACH/Direct Deposit you will not need to submit the documentation in again.
8. Your payment history can be viewed on-line via the Landlord Payment Portal. You can access this by going to collegeparkhousingchoice.org and select **Landlord Access**. Here you will enter your user name and password. If you do not have this information, please contact our Landlord Liason, Melvin Smikes @ 404.559.2894 ext. 227, to register your account.

If you have any questions about the terms & conditions, please feel free to contact the Finance Department at 404.559.2894 ext. 228.



The Housing Authority of the City of College Park

Authorization of ACH/Direct Deposit

PLEASE COMPLETE THIS FORM AND RETURN **WITH AN ATTACHED VOIDED CHECK COPY** TO:

The Housing Authority of the City of College Park
Attn: Finance Department
2000 W. Princeton Avenue
College Park, GA 30337
Phone: 404.559.2894 Fax: 404.559.2896

PART 1: Transaction Type

- | | |
|---------------------------------------|---|
| <input type="checkbox"/> New setup | <input type="checkbox"/> Change financial institution |
| <input type="checkbox"/> Cancellation | <input type="checkbox"/> Change account number |
| | <input type="checkbox"/> Change account type |

PART 2: Payee Identification

1. Owner Tax ID (Social Security Number or Employer Identification Number)		2. Work Phone Number	
3. Name		4. Home Phone Number	
5. Street Address	6. City	7. State	8. ZIP Code

PART 3: Financial Institution (Contact your financial institution for this information, if necessary.)

9. Financial Institution Name	10. City	11. State	12. ZIP Code
13. Routing Transit Number	14. Customer Account Number	15. Type of Account <input type="checkbox"/> Checking <input type="checkbox"/> Savings	

PART 4: Payee Identification

I (we) hereby request and authorize The Housing Authority of the City of College Park to deposit payments by electronic funds transfer into the account specified below and, if necessary, debit entries and adjustments for any amounts deposited electronically in error. I recognize that, if I fail to provide complete and accurate information on this authorization form, the processing of the form may be delayed or my payments may be erroneously transferred electronically.

This authorization will remain in effect until The Housing Authority of the City of College Park has received written notice to terminate the ACH/Direct Deposit transactions. **The undersigned must allow four to six weeks for initiating or terminating direct deposit and is responsible for notification of any change in financial institution information.**

I (we) acknowledge that we will not receive a paper payment statement via US Mail. I will be required to log onto the landlord owner self- service website to view my (our) history of payments.

16. Authorized Signature	17. Print Name	18. Date
19. Payee email address:		

Web sites that you may register your property and for searching for homes, The Housing Authority of the City of College Park, GA. We the (HACCP) is not affiliate with these sites.

This information is provided to you for more ways to list/advertise your property.

www.gosection8.com

www.gasection8.com

www.georgiahousingsearch.org

www.socialserv.com

Area we cover:

County: Fulton

<u>City</u>	<u>Zip Codes</u>
College Park, GA	30349 and 30337
Fairburn	30213
Palmetto	30268

NO Union City
NO Clayton County
NO Hapeville



Commissioners:

Dr. Riley R. Swanson, Chairman
Stephen W. Thompson, Vice Chairman
Patricia Allen
Ralph Hodgins

**Housing Authority
of the
City of College Park, Georgia
Housing Choice Voucher Program/Section 8
2000 W. Princeton Avenue
College Park, Georgia 30337
(404) 559-2894 office (404) 559-2896 fax**

Phillip Taylor
Executive Director
Chelsea Walker
Director of Housing Assistance

**PROPERTIES “NOT” LEASED BY THE
HOUSING AUTHORITY OF THE CITY OF COLLEGE PARK**

Pine Gates – Clayton County

Holden Lane
Silverwood Drive
Plum Court
Windwood Road/Court

Condos – Fulton County

Camelot
Pine Tree (Creel Road)
Yorktown Drive/Circle

Buffington Road (All Sables) – Over Concentrated

Sable Run
Sable Glen
Sable Chase (Fulton County)
Sable etc....

Hickory Bend Sub-Division

Hickory Bend Court/Road

Hillendale Sub-Division – Over Concentrated

Beacon Drive
Carriage Lane/Court
Cedar Wood Court/Drive
Farm Road
Green Trail
Guilford Lane
Middleburg Drive/Court
Ocean Valley Road
Old Carriage Lane
Pineside Drive
Long Meadows Drive
Hiddenbrook Trail/Court
Jerome Road

City of Union City – Fulton County

Housing Authority of the City of College Park Rent Reasonableness Comparability Form

Date: _____
 Unit Address: _____ Unit Number: _____
 #of Bedrooms: _____ # of Baths/Full _____ Half _____ Square Feet _____ Date Built _____
 Owner/Manager Name _____ \ _____ Phone # _____
 Address: _____ Requested Rent to Owners \$ _____

Location					Point Possible	Points Given
Residential					30	
Mixed commercial/residential					20	
Accessibility to service					-	
Stores					5	
School					5	
Transportation					5	
Medical Facility					5	
Highest possible points					50 Total >	
Quality						
Meets Minimum HQS					20	
Somewhat Exceeds Minimum HQS					30	
Extensively rehabilitated within last 5 years					10	
Exceptional disability accessible					10	
Highest possible points					50 Total >	
Square Feet						
Select size under applicable bedroom number						
Square Footage	1-BR	2-BR	3-BR	4-BR		
	Up to 500	Up to 700	Up to 900	Up to 1100	15	
	501 – 700	701 – 900	901 – 1100	1101 - 1300	25	
	701 – 900	901 – 1100	1101 – 1300	1301 - 1500	35	
	901 – 1100	1101- 1300	1301 – 1500	1501 - 1700	45	
	1101 +	1301 +	1501 +	1701 +	60	
Additional half bath					10	
Additional full bath					20	
Highest possible points					100 Total >	
Unit Type						
Single Family detached					100	
Duplex/Townhouse					75	
Townhouse Apartment					50	
Garden Walk-up					35	
Manufactured home					10	
Highest possible points					100 Total >	
Age						
50 Years or older					1	
35 – 49					5	
26 – 35					10	
16 – 25					15	
6 – 15					20	
1 – 5					50	
Area					25 or 50	
Highest possible points					75 Total >	
Total Points This Page					Points Possible	Points Given

<i>Amenities and Facilities</i>	Points Possible	Points Given
Air conditioning	5	
Carpet	3	
Other high quality floor covering (parquet, hardwood, etc.)	3	
High quality wall covering (paneling, wall paper, etc.)	3	
Drapes	2	
Mini blinds	3	
Ceiling Fans	3	
Working fireplace/stove	3	
Special windows (tinted windows, double pain)	2	
Special doors (French doors, etched glass doors)	2	
Private patio/porch/balcony/deck	4	
Exceptionally large rooms	2	
Dishwasher	3	
Range vent hood	2	
Chest freezer	3	
Garbage disposal	5	
Eating counter top/breakfast nook	2	
Pantry or abundant shelving & cabinet	2	
Double oven	3	
Self-cleaning oven	2	
Microwave (in addition to range)	2	
Double sink	2	
High quality cabinets	2	
Abundant counter top space	1	
Modern appliances	3	
Exceptionally large appliances	2	
Washer	2	
Dryer	3	
Washer/Dryer connection	2	
Jacuzzi tub	3	
Garden tub	1	
Separate tub/shower	2	
Shower doors	2	
Shower rods	1	
Extra bathroom cabinets	1	
Other (specify)	()	
Highest possible points	80 Total >	
Total Points This Page	Points Possible	Points Given

<i>Facilities</i>	Points Possible	Points Given
Intercom	1	
Security system	2	
Cable TV connection	2	
Storm windows	1	
Storm doors	1	
Fireplace	3	
Extra insulation	5	
Screen for windows	2	
Screen door(s)	5	
Laundry facilities	1	
Garage	2	
On-site parking facilities	1	
Head bolt heaters	2	
Driveway	5	
Large yard	2	
Swimming Pool	2	
Hot tub	2	
Club house party/recreation-room	2	
Family room/den	3	
Exercise facility	2	
Playground	2	
Tennis court(s)	2	
Additional recreation equipment or facilities	2	
Storage facility (shed or closet storage in rear	2	
Other (specify)	()	
Highest possible points	50 Total >	
<i>Housing Services</i>		
On-site management/maintenance	5	
Security personnel	10	
Social services/Medical Personnel	5	
Highest possible points	20 Total >	
<i>Maintenance</i>		
On-going exterior maintenance performed by owner	5	
On-going interior maintenance performed by owner	5	
Bonus for exceptional exterior or interior maintenance	10	
Highest possible points	20 Total >	
Total Points This Page	Points Possible	Points Given

Utilities (Check if owner provided)		Points Possible √	Points Given
Heating			
	Natural Gas	10	
	Bottle Gas	8	
	Electric/Oil	15	
	Coal/Other	8	
	Highest possible points	15 Total>	
Cooking			
	Natural Gas	3	
	Bottle Gas	4	
	Electric/Oil	5	
	Coal/Other	4	
Other Electric			
	Air conditioning	5	
	Other electric (specify)	5	
Water Heating			
	Natural Gas	4	
	Bottle Gas	5	
	Electric/Oil	5	
	Coal/Other	4	
	Highest possible points	20 Total >	
Water		10	
Sewer		10	
Trash collection		4	
Range/Microwave		2	
Refrigerator		4	
Homeowners Association Fee		10	
Other (specify)		3	
	Highest possible points	33 Total >	
		Total Points This Page →	
		Total Point All Pages →	

Unit Rating _____
(A,B,C,D,E)

Approved Rent to Owner: _____

Inspector's Signature: _____

Rating:

A.	Excellent	410 – 500
B.	Above Average	320 – 409
C.	Average	230 – 319
D.	Fair	140 – 229
E.	Poor/Fail	51 – 139

U. S. DEPARTMENT OF HOUSING AND URBAN DEVELOPMENT				DATE: 2-9-16				
SECTION 8: ALLOWANCES FOR TENANT-FURNISHED UTILITIES AND OTHER SERVICES								
AREA: College Park Housing Authority			UNIT TYPE: Detached Homes - Single Family (stand alone)					
UTILITY OR SERVICE	2.5 Bedrooms		Monthly Dollar Allowances					
	Monthly Amounts		0 BR	1 BR	2 BR	3 BR	4 BR	5 BR
	ccf, kWh,gals	(\$)						
Heating:								
a. Propane Gas	31	\$ 67.64	\$ 34	\$ 47	\$ 61	\$ 74	\$ 95	\$ 108
b. Natural Gas	28	29.17	15	20	26	32	41	47
c. Elec Heat Pump - College Pk	283	22.42	11	16	20	25	31	36
c. Elec Heat Pump - GA Power	283	27.75	14	19	25	31	39	44
d. Elec Resistance - College Pk	634	52.83	26	37	48	58	74	85
d. Elec Resistance - GA Power	634	65.50	33	46	59	72	92	105
Air Conditioning: - College Pk	125	15.33	8	11	14	17	21	25
Air Conditioning: - GA Power	125	19.00	10	13	17	21	27	30
Cooking:								
a. Propane Gas	9	19.71	10	14	18	22	28	32
b. Natural Gas	8	10.17	5	7	9	11	14	16
c. Electric - College Pk	110	10.33	5	7	9	11	14	17
c. Electric - GA Power	110	12.75	6	9	11	14	18	20
Other Electric:								
Lights, Ref, etc. - College Pk	300	39.00	20	27	35	43	55	62
Lights, Ref, etc. - GA Power	300	48.58	24	34	44	53	68	78
Water Heating:								
a. Propane Gas	23	50.37	25	35	45	55	71	81
b. Natural Gas	21	22.33	11	16	20	25	31	36
c. Electric - College Pk	340	33.83	17	24	30	37	47	54
c. Electric - GA Power	340	40.58	20	28	37	45	57	65
Water (Gallons) College Pk	8,000	n/a	26	39	50	60	70	80
Water (Gallons) Hapeville	8,000	n/a	26	46	63	77	91	106
Sewer (Gallons) College Pk	8,000	n/a	21	35	47	58	69	81
Sewer (Gallons) Hapeville	8,000	n/a	20	38	53	65	78	90
Garbage Collection College Pk		16.50	17	17	17	17	17	17
Garbage Collection Hapeville		20.00	20	20	20	20	20	20
Range/Microwave (if Tenant Owned)		3.00	3	3	3	3	3	3
Refrigerator (if Tenant Owned)		4.00	4	4	4	4	4	4
Nat Gas Month Cust Chg (AGL & GA Nat Gas)		n/a	26	27	28	30	31	32
ACTUAL FAMILY ALLOWANCES (To be used by family to compute allowance. Complete below for actual unit rented.)					UTILITY OR SERVICE		PER MONTH COST	
NAME OF FAMILY: ADDRESS OF UNIT: Senior Citizen Discount: (Atlanta Gas Light - AGL) Tenants age 65 or older, and an annual household income of \$14,355 or less, qualify for a \$14 monthly credit from AGL. Tenants must make application through their local provider for the AGL discount. Senior Citizen Discount: (Georgia Nat Gas) Call for details. Senior Citizen Discount: (Georgia Power) = \$6. Note : The GA HUD Office in PH Circular Vol. No. 06-02 dated 1-18-06 states: "The utility allowance provided by the PHA for qualified senior citizens and others must be reduced to account for any and all discounts provided by the various providers."					Heating		\$	
					Air Conditioning		\$	
					Cooking		\$	
					Other Electric		\$	
					Water Heating		\$	
					Water		\$	
					Sewer		\$	
					Garbage Collection		\$	
					Range/Microwave (if Tenant Owned)		\$	
					Refrigerator (if Tenant Owned)		\$	
					Nat Gas Monthly Customer Charge			
					Less Sr. Citizen's Discount		(\$)	
					Other (Specify)		\$	
NUMBER OF BEDROOMS:					TOTAL		\$	

U. S. DEPARTMENT OF HOUSING AND URBAN DEVELOPMENT						Date: 2-9-16		
SECTION 8: ALLOWANCES FOR TENANT-FURNISHED UTILITIES AND OTHER SERVICES								
College Park Housing Authority			Unit Type: Attached Homes, 2 or More Apts.; Multi-Level Bldg. <i>TH/Duplex</i>					
UTILITY OR SERVICE	2.5 Bedrooms		Monthly Dollar Allowances					
	Monthly Amounts							
	ccf, kWh, gals	(\$)	0 BR	1 BR	2 BR	3 BR	4 BR	5 BR
Heating:								
a. Propane Gas	18	\$ 38.48	\$ 19	\$ 27	\$ 35	\$ 42	\$ 54	\$ 62
b. Natural Gas	16	16.50	8	12	15	18	23	26
c. Elec Heat Pump - College Pk	164	13.75	7	10	12	15	19	22
c. Elec Heat Pump - GA Power	164	17.17	9	12	15	19	24	27
d. Elec Resistance - College Pk	385	32.17	16	23	29	35	45	51
d. Elec Resistance - GA Power	385	39.83	20	28	36	44	56	64
Air Conditioning: - College Pk	109	13.42	7	9	12	15	19	21
Air Conditioning: - GA Power	109	16.67	8	12	15	18	23	27
Cooking:								
a. Propane Gas	9	19.71	10	14	18	22	28	32
b. Natural Gas	8	10.17	5	7	9	11	14	16
c. Electric - College Pk	110	10.33	5	7	9	11	14	17
c. Electric - GA Power	110	12.75	6	9	11	14	18	20
Other Electric:								
Lights, Ref, etc. - College Pk	300	39.00	20	27	35	43	55	62
Lights, Ref, etc. - GA Power	300	48.58	24	34	44	53	68	78
Water Heating:								
a. Propane Gas	23	50.37	25	35	45	55	71	81
b. Natural Gas	21	22.33	11	16	20	25	31	36
c. Electric - College Pk	340	33.83	17	24	30	37	47	54
c. Electric - GA Power	340	40.58	20	28	37	45	57	65
Water (Gallons) College Pk	8,000	n/a	26	39	50	60	70	80
Water (Gallons) Hapeville	8,000	n/a	26	46	63	77	91	106
Sewer (Gallons) College Pk	8,000	n/a	21	35	47	58	69	81
Sewer (Gallons) Hapeville	8,000	n/a	20	38	53	65	78	90
Garbage Collection College Pk		16.50	17	17	17	17	17	17
Garbage Collection Hapeville		20.00	20	20	20	20	20	20
Range/Microwave (if Tenant Owned)		3.00	3	3	3	3	3	3
Refrigerator (if Tenant Owned)		4.00	4	4	4	4	4	4
Nat Gas Month Cust Chg (AGL & GA Nat Gas)		n/a	26	27	28	30	31	32
ACTUAL FAMILY ALLOWANCES (To be used by family to compute allowance. Complete below for actual unit rented.)					UTILITY OR SERVICE		PER MONTH COST	
NAME OF FAMILY: ADDRESS OF UNIT: Senior Citizen Discount: (Atlanta Gas Light - AGL) Tenants age 65 or older, and an annual household income of \$14,355 or less, qualify for a \$14 monthly credit from AGL. Tenants must make application through their local provider for the AGL discount. Senior Citizen Discount: (Georgia Nat Gas) Call for details. Senior Citizen Discount: (Georgia Power) = \$6. Note : The GA HUD Office in PH Circular Vol. No. 06-02 dated 1-18-06 states: "The utility allowance provided by the PHA for qualified senior citizens and others must be reduced to account for any and all discounts provided by the various providers."					Heating		\$	
					Air Conditioning		\$	
					Cooking		\$	
					Other Electric		\$	
					Water Heating		\$	
					Water		\$	
					Sewer		\$	
					Garbage Collection		\$	
					Range/Microwave (if Tenant Owned)		\$	
					Refrigerator (if Tenant Owned)		\$	
					Nat Gas Monthly Customer Charge			
					Less Sr. Citizen's Discount		(\$)	
					Other (Specify)		\$	
NUMBER OF BEDROOMS:					TOTAL		\$	

U. S. DEPARTMENT OF HOUSING AND URBAN DEVELOPMENT						DATE 2-9-16		
SECTION 8: ALLOWANCES FOR TENANT-FURNISHED UTILITIES AND OTHER SERVICES								
AREA: College Park Housing Authority			UNIT TYPE: Attached Homes, 2 or More Apts.; One-Level Bldg.					
UTILITY OR SERVICE	2.5 Bedrooms		Monthly Dollar Allowances					
	Monthly Amounts							
		ccf, kWh, gals	(\$)	0 BR	1 BR	2 BR	3 BR	4 BR
Heating:								
a. Propane Gas	24	\$53.36	\$ 27	\$ 37	\$ 48	\$ 59	\$ 75	\$ 85
b. Natural Gas	22	22.92	11	16	21	25	32	37
c. Elec Heat Pump - College Pk	199	16.75	8	12	15	18	23	27
c. Elec Heat Pump - GA Power	199	20.83	10	15	19	23	29	33
d. Elec Resistance - College Pk	464	38.67	19	27	35	43	54	62
d. Elec Resistance - GA Power	464	47.92	24	34	43	53	67	77
Air Conditioning: - College Pk	113	13.92	7	10	13	15	19	22
Air Conditioning: - GA Power	113	17.25	9	12	16	19	24	28
Cooking:								
a. Propane Gas	9	19.71	10	14	18	22	28	32
b. Natural Gas	8	10.17	5	7	9	11	14	16
c. Electric - College Pk	110	10.33	5	7	9	11	14	17
c. Electric - GA Power	110	12.75	6	9	11	14	18	20
Other Electric:								
Lights, Ref, etc. - College Pk	300	39.00	20	27	35	43	55	62
Lights, Ref, etc. - GA Power	300	48.58	24	34	44	53	68	78
Water Heating:								
a. Propane Gas	23	50.37	25	35	45	55	71	81
b. Natural Gas	21	22.33	11	16	20	25	31	36
c. Electric - College Pk	340	33.83	17	24	30	37	47	54
c. Electric - GA Power	340	40.58	20	28	37	45	57	65
Water (Gallons) College Pk	8,000	n/a	26	39	50	60	70	80
Water (Gallons) Hapeville	8,000	n/a	26	46	63	77	91	106
Sewer (Gallons) College Pk	8,000	n/a	21	35	47	58	69	81
Sewer (Gallons) Hapeville	8,000	n/a	20	38	53	65	78	90
Garbage Collection College Pk		16.50	17	17	17	17	17	17
Garbage Collection Hapeville		20.00	20	20	20	20	20	20
Range/Microwave (if Tenant Owned)		3.00	3	3	3	3	3	3
Refrigerator (if Tenant Owned)		4.00	4	4	4	4	4	4
Nat Gas Month Cust Chg (AGL & GA Nat Gas)		n/a	26	27	28	30	31	32
ACTUAL FAMILY ALLOWANCES (To be used by family to compute allowance. Complete below for actual unit rented.)					UTILITY OR SERVICE		PER MONTH COST	
NAME OF FAMILY: ADDRESS OF UNIT: Senior Citizen Discount: (Atlanta Gas Light - AGL) Tenants age 65 or older, and an annual household income of \$14,355 or less, qualify for a \$14 monthly credit from AGL. Tenants must make application through their local provider for the AGL discount. Senior Citizen Discount: (Georgia Nat Gas) Call for details. Senior Citizen Discount: (Georgia Power) = \$6. Note : The GA HUD Office in PH Circular Vol. No. 06-02 dated 1-18-06 states: "The utility allowance provided by the PHA for qualified senior citizens and others must be reduced to account for any and all discounts provided by the various providers."					Heating		\$	
					Air Conditioning		\$	
					Cooking		\$	
					Other Electric		\$	
					Water Heating		\$	
					Water		\$	
					Sewer		\$	
					Garbage Collection		\$	
					Range/Microwave (if Tenant Owned)		\$	
					Refrigerator (if Tenant Owned)		\$	
					Nat Gas Monthly Customer Charge			
					Less Sr. Citizen's Discount		(\$)	
					Other (Specify)		\$	
NUMBER OF BEDROOMS:					TOTAL		\$	

1 Bedroom Contract Rent Matrix

	A+	A	A-	B+	B	B-	C+	C	C-	D+	D	D-
SF	725	715	700	675	665	650	575	565	550	475	465	450
TH	715	700	675	665	650	575	565	550	475	465	450	375
Dplx	700	675	665	650	575	565	550	475	465	450	375	365
Apt	675	665	650	575	565	550	475	465	450	375	365	350

A+	471-500	B+	381-409	C+	291-319	D+	201-229
A	441-470	B	351-380	C	261-290	D	169-200
A-	410-441	B-	320-350	C-	230-260	D-	140-168

2 Bedroom Contract Rent Matrix

	A+	A	A-	B+	B	B-	C+	C	C-	D+	D	D-
SF	825	815	800	775	765	750	725	715	700	690	675	575
TH	815	800	750	725	715	700	690	675	665	650	575	565
Dplx	750	725	715	700	675	665	650	575	565	550	475	450
Apt	725	715	700	675	665	650	575	565	550	475	450	400

A+	471-500	B+	381-409	C+	291-319	D+	201-229
A	441-470	B	351-380	C	261-290	D	169-200
A-	410-441	B-	320-350	C-	230-260	D-	140-168

3 Bedroom Contract Rent Matrix

	A+	A	A-	B+	B	B-	C+	C	C-	D+	D	D-
SF	1025	1015	1000	950	915	900	865	855	840	825	750	740
TH	1015	1000	950	915	865	855	840	825	750	740	725	650
Dplx	1000	950	915	865	855	840	825	750	740	725	650	590
Apt	950	915	900	855	840	825	750	740	725	650	590	580

A+	471-500	B+	381-409	C+	291-319	D+	201-229
A	441-470	B	351-380	C	261-290	D	169-200
A-	410-441	B-	320-350	C-	230-260	D-	140-168

4 Bedroom Contract Rent Matrix

	A+	A	A-	B+	B	B-	C+	C	C-	D+	D	D-
SF	1225	1215	1200	1125	1115	1100	1025	1015	1000	925	815	900
TH	1125	1115	1100	1025	1015	1000	925	915	900	825	815	800
Dplx	1075	1065	1050	975	965	950	875	865	850	775	765	750
Apt	1075	1065	1050	975	965	950	875	865	750	775	765	750

A+	471-500	B+	381-409	C+	291-319	D+	201-229
A	441-470	B	351-380	C	261-290	D	169-200
A-	410-441	B-	320-350	C-	230-260	D-	140-168

5 Bedroom Contract Rent Matrix

	A+	A	A-	B+	B	B-	C+	C	C-	D+	D	D-
SF	1325	1315	1300	1225	1215	1200	1125	1115	1100	1025	1015	1000
TH	1225	1215	1200	1125	1115	1100	1025	1015	1000	925	915	900
Dplx	1175	1165	1150	1075	1065	1050	975	965	950	875	865	850
Apt	1175	1165	1150	1075	1065	1050	975	965	950	875	865	850

A+	471-500	B+	381-409	C+	291-319	D+	201-229
A	441-470	B	351-380	C	261-290	D	169-200
A-	410-441	B-	320-350	C-	230-260	D-	140-168

Owner paid utilities

Dollar amounts to add to contract rent when Landlord agrees to pay some or all utilities
for 1 - 5 bedroom Single Family units

	<i>Gas & Electric</i>	<i>Electric Only</i> <small>[Gas and Electric Unit]</small>	<i>Gas Only</i> <small>[Gas and Electric Unit]</small>	<i>Electric Total Electric Unit]</i>	<i>Water and Sewer</i>	<i>Trash Collection</i>
1	90	45	45	100	40	17
2	105	50	55	120	60	17
3	125	60	65	160	95	17
4	140	70	70	180	135	17
5	160	80	80	210	175	17

Directions:

When a Landlord agrees to pay utilities

1. Complete the Rent Reasonableness Comparability form to calculate the maximum points.
2. Give points for utilities that the Landlord agrees to be responsible for under "Utilities" on the Comparability form.
3. Your total points have determined the rating of the unit
4. Use this scale to add an additional dollar amount to the contract rent for Landlord responsible utilities.



Commissioners:

Dr. Riley R. Swanson, Chairman
Stephen W. Thompson, Vice Chairman
Patricia Allen
Ralph Hodgins

**Housing Authority
of the
City of College Park, Georgia
Housing Choice Voucher Program/Section 8**
2000 W. Princeton Avenue
College Park, Georgia 30337
(404) 559-2894 office (404) 559-2896 fax

Phillip Taylor
Executive Director
Chelsea Walker
Director of Housing Assistance

February 23, 2017

To all Tenants and Landlords

The Housing Authority of the City of College Park (HACCP) would like to introduce to you.

Housing Authority Services (HAS) is a consulting agency providing exclusive Housing Choice Voucher services to Public Housing Authorities for over 25 years. HAS will be working closely with the HACCP in providing HQS inspection services.

HAS will be conducting the majority of the following services on behalf of the HACCP.

Initial Inspections/Initial Re-Inspection
Annual Inspection/Annual Re-Inspections
Special Inspection/Special Re-Inspection
and Abatements

All contact information for HAS will be on each appointment letter mailed to tenants and landlords. We look forward to working with HAS and hope that this relationship is conducive for all parties involved. Should you have any questions about HAS please don't hesitate to contact the Inspection Department @ 404-559-2894 ext: 225 or our Landlord Liaison @ 404-559-2894 ext 227.

THANK YOU FOR MAKING COLLEGE PARK YOUR HOUSING CHOICE

HOUSING QUALITY STANDARDS (HQS Inspections)

- **HACCP receives a Request for Tenancy Approval (RFTA) completed by the prospective Landlord and tenant**
- **HQS Inspector shall inspect the unit for compliance with the HACCP's Housing Quality Standards (HQS) issued by HUD**
- **HQS Inspector gives/sends the owner the results of the inspection. If there are deficiencies which must be corrected the owner shall be advised in writing of the deficiency and the time frame allotted to make repairs.**
- **No contract will be executed until all repairs are complete.**
- **The unit will be re-inspected to ascertain that the necessary work has been performed and the unit meets HQS standards for occupancy.**



TYPES OF INSPECTIONS

HACCP will perform four (4) types of inspections:

1. **INITIAL/MOVE-IN:** Conducted upon receipt of RFTA and before the execution date of the assisted lease and HAP contract;
2. **ANNUAL:** Must be conducted within 12 months of previous inspection;
3. **SPECIAL/COMPLAINT:** At request of owner or family, or third party, if HACCP determines an inspection is warranted;
4. **QUALITY CONTROL:** Conducted by a supervisor or other qualified person, to ensure the consistency and accuracy of HACCP's HQS determinations.

HACCP Inspection Policy

- To perform an initial inspection and one re-inspection at no cost to the owner.
- If the owner fails to correct the identified deficiencies and an additional inspection is required, the owner will be charged \$25.00 for each additional re-inspection that is required until the owner is in compliance with Housing Quality Standards.

CHECKOFF LIST FOR LANDLORDS WHEN PREPARING FOR A HOUSING CHOICE VOUCHER INSPECTION

The following is a list of common deficiency items from Housing Choice Voucher inspections that cause units to fail inspection and create delays in disbursement of rental payments to landlords. Also, it is important to remember that the landlord is responsible for notifying the inspector when the repairs have been made and that the unit is ready for re-inspection before the deadline date. The inspector does not automatically return for a follow-up inspection to check for completion of repairs.

Landlord Pre-Inspection Check List

1. Paint throughout entire unit including closets and pantry.
2. Ceiling must be free of defects (no cracks, buckling or water stains).
3. All light fixtures must be secured to ceiling and operate by light switch.
4. All outlets and switches must be grounded.
5. All outlets and light switches must have covers, be free of paint and work properly.
6. All kitchens and baths must have a Ground Fault Circuit Interrupter (GFCI) within six feet of any water source if there's an existing outlet. (must be working properly).
7. If unit has blinds they must be working properly, clean and free of dirt and dust.
8. All window seals must be free of dirt and dust and freshly painted.
9. All doors must have door stoppers to prevent damage to walls.
10. No double dead bolt locks/double cylinder locks are permitted on front entrance or rear entrance doors.
11. All door locks and door knobs must be secured to doors tightly and lockable.
12. All door and door frames must be freshly painted.
13. All windows if designed must be open able and stay up when/where let up.
14. No loose or flaking window sealant/window caulk.
15. All windows must have working window locks.
16. No cracked or broken windows.
17. Smoke detectors are needed on all levels of the unit including basements and must have newly installed battery and must not beep if not being tested.
18. All windows must have screens if window is operable.
19. Heating and air conditioning must be maintained regularly and working properly.
20. Heating and air conditioning filters must be changed before new tenant moves in and every three to six months afterward depending on the unit needs.
21. Carpet must be shampooed through out entire unit some spots are acceptable depending on HQS standard no iron burns, holes, unraveling or buckling on carpet. Linoleum must be clean and have no rips or tears.

22. All appliances must be in working condition cleaned and degreased and have all parts (stove replace drip pans if needed, refrigerator, dish washer, microwave, garbage disposal, vent hood replace filter if needed).
23. All electric stove elements and gas stove eyes must heat up and light properly.
24. All bath rooms must have one open able window with a screen or bath vent fan.
25. All faucet knobs must have a hot and cold indicator caps on faucet knobs.
26. All bed rooms must have a light fixture, two outlets and one window.
27. Interior and exterior stairwell need a hand rail the length of the stairs if there's four steps or more (starting at the bottom first step ending at top last step) hand rails brackets must be secured tightly to wall and rail.
28. Front and rear porches that are 30 inch or taller a hand rail is required to surround the porch so that know one can fall off the porch.
29. Lawn and hedges must be cut and trimmed before tenant move into unit.
30. Check all faucets for drips, check tub/shower diverter to make sure it works properly.
31. Make sure house address numbers are on mail box.
32. Make sure house is free of all pest and vermin (roaches, mice/rats, spiders, ants, fleas, ticks) treat entire unit.
33. **ALL UTILITIES MUST BE ON IN LANDLORD NAME BEFORE THE INSPECTION CAN TAKE PLACE.** (water, gas, electricity) and can be turned off after unit pass final inspection.

Inspection Department,

Thank you for making College Park your Housing Choice.

The proceeding list is not all-inclusive but has been provide so that landlords will have better understanding of what constitutes common HUD/HQS violations.



Logo #0

HQS Emergency Items

Must Be Addressed Within 24 Hours

- Fire of any nature
- Natural gas leaks or fumes
- Dangerous structural hazard interior or exterior
- Sewer hazard or septic tank back-ups / Major plumbing leaks or flooding
- Entrance and exit doors kicked in due to break in
- Complete electrical power outage due to bad breaker, faulty wiring
- Furnace not working / No heat in fall or winter
- Stove/oven or Refrigerator not in proper operating conditions
- Wires sparking and/or smoking
- Flooding in unit
- Broken water supply lines / underground water leaks
- Lack of functioning toilet (only one bathroom in unit)
- Smoke alarms missing or inoperable (owners are responsible for providing and replacing batteries)
- Waterlogged ceiling in imminent danger of falling
- Ground level windows broken out due to break in or burglary
- Tree falls on house

The above items are considered of an emergency nature and must be corrected by the owner or tenant (whoever is responsible issues must be addressed within 24 notice by the inspector).

**The Housing Authority of the City of College Park offers
Equal Opportunity Housing**

TEN TIPS FOR BEING A SUCCESSFUL LANDLORD

Simple suggestions to help your business --- and your relationships with tenants run smoothly.

1. Screen Tenants

Don't rent to anyone before checking his or her credit history, references and background . Haphazard screening, and tenant selection too often results in problems, - a tenant who pays the rent late or not at all, trashes your place or moves in undesirable friends or worse.

2. Get it In Writing

Get all-important terms of the tenancy in writing. Beginning with the rental application and lease or rental agreement, be sure to document important facts of your relationship with your tenants --- including when and how you handle tenant complaints and repair problems, notice you must give to enter a tenant's unit and that alike.

3. Handle Security Deposits Properly

Establish a clear, fair system of setting, collecting, holding, and returning security deposits. Inspect and document the condition of the rental unit before the tenant moves in to avoid disputes over security deposits when the tenant moves out.

4. Make Repairs

Stay on top of repair and maintenance needs and make repairs when requested. If the property is not kept in good repair, you'll alienate good tenants, and they may have the right to withhold rent, repair the problem and deduct the cost fro the rent, sue for any injuries caused by defective conditions or move out without having to give notice.

5. Provide Secure Premises

Don't let your tenants and property be easy marks for criminals. Assess your property's security and take reasonable steps to protect them. Often the best measures, such as proper lights and trimmed landscaping, are not that expensive.

6. Provide Notice Before Entering

Respect your tenant's privacy. Notify tenants whenever you plan to enter their rental unit, and provide as much notice as possible, at least 24 hours or the minimum amount required by state law.

7. Disclose Environmental Hazards

Disclose environmental hazards such as lead. Landlords are increasingly being held liable for tenant health problems resulting from exposure to environmental toxins in the rental premises.

8. Oversee Managers

Choose and supervise your manager carefully. If a manager commits a crime or is incompetent, you may be held financially responsible. Do thorough background checks and clearly spell out the manager's duties to help prevent problems down the road.

9. Obtain Insurance

Purchase enough liability and other property insurance. A well-designed insurance program can protect your rental property from losses caused by everything from fire and storms to burglary, vandalism, personal injury and discrimination lawsuits.

10. Resolve Disputes

Try to resolve disputes with your tenants without lawyers and lawsuits. If you have a conflict with a tenant over rent, repairs, your access to the rental unit, noise, or some other issue that doesn't immediately warrant an eviction, meet with the tenant to see if the problem can be resolved informally. If that doesn't work, consider mediation by a neutral third party, often available at little or no cost from a publically funded program.

If your dispute involves money, and all attempts to reach an agreement fail, try small claims court where you can represent yourself. Small claims court is good for collecting unpaid rent or seeking money for property damage after a tenant moves out and the security deposit is exhausted.

RESIDENTIAL LEASE AGREEMENT

1. Introduction

This lease is entered into between _____ (name of the landlord) and _____ (name of tenant) on _____ (date). The Landlord agrees to lease to the Tenant and the Tenant agrees to rent from the Landlord the premises described as follows: _____ (street Address) which is a _____ house or _____ apartment (check one). If the Landlord is unable to give the Tenant possession at the time agreed on in Paragraph 6 of this lease, the Tenant has the right to end the lease without penalty, and with return of the security deposit. If the Tenant agrees to accept possession after the date agreed upon, the monthly rent will be reduced for each day that the Tenant is not in possession. If the Tenant and the Landlord agree to change any term of this lease including rent the change must be in writing.

2. Occupancy of the Premises

The Landlord and the Tenant agree that only the following identified person(s) are to occupy and live on the premises:

_____	_____
_____	_____
_____	_____
_____	_____

If the Tenant seeks to add a person to the household, a written request must be given to the Landlord. The Landlord may refuse to permit the addition of the new household members. The premises will be used primarily as a residence, not as a business. The Tenant cannot use or permit the premises to be used in a disorderly or unlawful manner, or in a way that disturbs other residents. The Tenant agrees to comply with all state and local laws, and ordinances governing the use and occupancy of the leased premises. The lease may not be assigned or transferred to another or the unit otherwise sublet. If the property is destroyed by fire, storm, flood, or other event unrelated to the negligence of the Tenant, the Lease agreement will terminate without a penalty to the Tenant.

3. Rent

The Tenant agrees to pay the Landlord \$_____ (amount) monthly as rent. During the initial lease term, the Landlord cannot increase the rent. Rent is due on the first (1st) day of each month. If rent is not received by the fifth (5) day of the month, a late fee equal to 10% of the rent owed by the Tenant will be charged as additional rent. Rent must be paid as follows:

_____ by mail addressed to: _____

If mailed, Tenant must use an envelope with proper postage and bearing a return address. The envelope must be postmarked no later than the first (1st) day of the month for which the rent is due, to be considered timely and to avoid a late fee.

____ By hand delivering the rent payment to the Landlord at the following address: _____

____ By depositing rent in a lockbox located at _____.

Rent can be paid by cash, personal check, cashier check or money order. If the Tenant's personal check is returned by the bank for insufficient funds, the Landlord can refuse to accept future payments by personal check and can require that the Tenant pay rent through cash, cashier check, or money order. If a Tenant's personal check is not paid by the bank, the Tenant must pay a \$25 handling charge to the Landlord, in addition to the rent and late fee owed.

4. Appliances

The above premise is equipped with the following appliances which are in good working order:

- ____ Refrigerator
- ____ Oven
- ____ Stove top with burners
- ____ Heat: ____ central heat or ____ heating units
- ____ Air conditioning: ____ central air conditioning or ____ air-conditioning units
- ____ Dishwasher
- ____ Hot water heater
- ____ Other: _____

5. Utilities

Unless marked below as "not available" the utilities listed below can be supplied to the premises. If the Tenant pays, the Tenant is responsible for establishing service and paying all monthly bills for service. If the Tenant fails to keep utility service connected, it is a breach of the lease. If the Landlord pays, the Landlord is responsible for ensuring that the Tenant's utility service is not interrupted due to nonpayment.

Not Available	Landlord Pays	Tenant Pays	
_____	_____	_____	water
_____	_____	_____	natural gas
_____	_____	_____	LP gas tank server
_____	_____	_____	trash pickup
_____	_____	_____	electricity

_____	_____	_____	cable TV
_____	_____	_____	sewer
_____	_____	_____	yard maintenance
_____	_____	_____	telephone

6. Terms

The initial lease term is for twelve (12) months beginning at 12:00 noon on _____ (start date) and ending at 12:00 noon on _____ (end date). At the end of the initial lease term, the Landlord can choose not to continue the lease. If the Landlord does not want to continue the lease after expiration of the initial term, the Landlord must give the Tenant sixty (60) days written notice stating that the lease will not be renewed at the expiration of the lease. To be considered timely given the notice must either be hand delivered to the Tenant at lease sixty (60) days prior to expiration of the lease term, or if mailed, the notice must be postmarked sixty-five (65) days prior to expiration of the lease term. If the Tenant does not want to continue the lease after expiration of the initial term, the Tenant must give the Landlord thirty (30) days written notice of their intent to vacate at the end of the initial lease term. To be considered timely given, the notice must be either hand delivered thirty (30) days prior to the lease's expiration or, if mailed, the notice must be postmarked thirty-five (35) days prior to expiration of the lease.

7. Renewal

After expiration of the initial lease term, if neither party has given notice of their intent not to continue under the lease, the lease will continue on a year-to-year basis under the same terms except that the Landlord can increase the monthly rental by giving the Tenant written notice of the increase at least sixty (60) days before the increased rent is due. The written notice can be hand delivered or, if mailed, must be postmarked sixty-five (65) days prior to the effective date of the rent increase. Prior to expiration of the initial lease term, the Tenant can terminate the lease with thirty (30) days notice. The written notice can be hand delivered or, if mailed, must be postmarked thirty-five (35) days prior to the effective date of the rent increase.

8. Security Deposit

The Tenant agrees to pay the Landlord \$ _____ as a security deposit. The security deposit will be returned to the Tenant thirty (30) days after the Tenant vacates the premises if:

- (1) all terms of the lease were satisfied,
- (2) the Tenant does not owe the Landlord any money,
- (3) proper notice of termination was given, and
- (4) the premises rented were left in their original condition except for ordinary wear and tear.

The Landlord will not be required to return the security deposit if the Tenant moves out prior to expiration of the initial lease term. The Landlord can apply the security deposit to satisfy all or part of any debt the Tenant owes to the Landlord whether for unpaid rent or other charges, or to recover for damage to premises. If the Landlord withholds any part of the security deposit, he/she must provide the Tenant with written notice of the items deducted from the security deposit within thirty (30) days from

the date the tenant vacates. If the security deposit did not cover all the money owed, the Landlord can still recover from the Tenant any money owed.

If the Landlord owns ten (10) or more rental properties in his name, or if he/she uses a management agent, the following information must be provided: The name of the bank and the account number of the specially designated escrow account that the Tenant's security deposit will be placed in. The Tenant is not entitled to any interest earned on the account.

(Name of Bank)
(Account Number)

9. **Repairs**

The Tenant accepts the premises as being in a condition suitable for occupancy. No promises to improve the property are enforceable unless made in writing and signed by the parties. The Tenant agrees to keep the premises in a clean and sanitary condition. The Landlord agrees to make necessary repairs within a reasonable time after receiving written notice of the need for the repair. The written notice of needed repair is to be sent to:

In case of any emergency, where a repair is necessary to prevent damage to the property or injury to Tenant, the Landlord can be reached at _____.

The Tenant is not responsible for the cost of repairs caused by ordinary wear and tear but the Tenant will be required to pay for any damage, above normal wear and tear, caused by the Tenant, the Tenant's family, guest, or invitees. The Landlord must give the Tenant written notice of the cost of any repair that the Tenant is expected to pay. The Tenant must make payment within thirty (30) days from either the date the notice is hand delivered or the date of letter's postmark. The Tenant may not paint, wallpaper, or otherwise change the premises, without the written consent of the Landlord.

10. **Right of Access**

The Landlord must give 24 hours written notice prior to entering the premises for ordinary business purposes. This notice can be provided by posting on the Tenant's door. The Landlord's entry is limited to normal business hours. Under emergency situations, the Landlord can enter the unit without notice when necessary to protect life or prevent damage to the property.

11. **Property Loss**

The Landlord is not responsible for damage to or loss of the Tenant's personal property or the personal property of others located on the premises, unless such damage is due to the Landlord's gross negligence or intentional misconduct. The Tenant is encouraged by the Landlord to purchase insurance to protect the Tenant's personal property.

12. Default by Tenant

If the Tenant fails to pay the rent or other charges when they are due or violates any of the terms of the lease, the Landlord can terminate this agreement by sending written notice informing the Tenant of the reasons for the termination and demanding that the Tenant vacate the premises by a specific date. If the Tenant fails to vacate the premises by that date, the Landlord can regain possession only through legal action filed in court. If the Landlord terminates the tenancy, the Tenant will not have their security deposit returned. The Landlord will keep the security deposit to compensate him/her for the Tenant's failure to comply with the Lease terms.

13. Grounds for Termination of the Lease

During the initial lease term or during any extension of the lease term, the Landlord may only terminate the tenancy because of:

- (1) Serious and repeated violation of the lease;
- (2) Violation of Federal, State, or local law,
- (3) Criminal activity or alcohol abuse; or
- (4) Other good cause.

The Landlord may terminate the tenancy if any member of the household, a guest or another person under a resident's control commits any of the following types of criminal activity:

- (a) Any criminal activity that threatens the health, safety, or the right to peaceful enjoyment of the premises by other residents (including property management staff residing on the premises) such as: having as a household member any person fleeing to avoid prosecution, police custody, or confinement after conviction for a crime or violation of a condition of probation or parole.
- (b) Any criminal activity that threatens the health, safety, or the right to peaceful enjoyment of persons residing in the immediate vicinity of the premises;
- (c) Any violent criminal activity on or near the premises;
- (d) Any drug-related criminal activity on or near the premises; or
- (e) If a member of the household has engaged in the abuse of alcohol which threatens the health, safety or right to peaceful enjoyment of the premises by other residents.

During the initial lease term, other good cause for termination includes: disturbing neighbors, destruction of property, or living or housekeeping habits that cause damage to the unit or premises. After the initial lease term, other good cause for termination includes: the Tenant's failure to accept the Landlord's offer to a new lease or revision, the Landlord's desire to use the unit for personal or family use or for a purpose other than use as a residential rental unit, or a business or economic reason for termination of the tenancy (such as sale of the property, renovation of the unit, or the Landlord's desire to rent the unit for higher rent).

14. Early Termination by Landlord

Tenant agrees that Landlord may terminate the lease prior to the lease expiration date and Tenant agrees to vacate the property if the following conditions are met:

- (1) Landlord give Tenant sixty (60) days written notice to vacate (Tenant still owes rent through) the sixty (60) day notice period).
- (2) Landlord pays to Tenant an amount of \$ _____ as compensation for disturbing tenant's quiet enjoyment of the property and for the inconvenience of moving early. This credit will be applied to the Tenant account at the time the Tenant vacates the property and will be included with any applicable security deposit refund. The forgoing shall not relieve the Tenant of his or her responsibilities and obligations regarding any damage to the property

15. Early Termination by Tenant

☐ _____ **A. Right to Terminate Early:** Provided Tenant is not in default hereunder at the time of giving notice, Tenant has strictly complied with all of the provisions of this paragraph, and termination is as of the last day of a calendar month. Tenant may terminate this lease before the expiration of the term of the Lease by:

- ☐ (1). Giving Landlord no less than thirty (30) days notice on or before the day rent is due as shown in rent paragraph above;
- ☐ (2). Paying all monies due through date of termination plus the total amount of any and all deposits;
- ☐ (3). Paying an amount equal to _____ month's rent or _____ % of the total amount of rent due thru the remainder of the lease term;
- ☐ (4). Return premises in a clean and ready-to-rent condition;
- ☐ (5). Paying a \$ _____ administration fee;
- ☐ (6). Other: _____

Any notice for early termination must be signed by all Tenants. Tenant's election of early termination shall not relieve Tenant of responsibilities and Obligations regarding damage to Premises or Property. Tenant may not apply the security deposit toward the payment of any Tenant's financial obligations set forth in this Early Termination by Tenant Paragraph.

☐ _____ **B. No Right of Early Termination:** Tenant shall not have the right to terminate this lease early.

C. Military Activation: Notwithstanding any provision to the contrary contained herein, if Tenant is called to active duty during the term of this lease, Tenant shall present to Landlord the official orders activating Tenant; then and in that event, this lease shall be controlled by the Service members' Civil Relief Act of 2003 as amended in 50 U.S.C.A. §50-534.

- D. Active Military:** If Tenant is on active duty with the United States military and Tenant or an immediate family member of Tenant occupying premises receives, during the term of this lease, permanent change of station orders or temporary duty orders for a period in excess of three (3) months, Tenant's obligation for rent hereunder shall not exceed; (1) thirty (30) days rent after the first date on which the next rental payment is due; (2) the cost of repairing damage to premises or property caused by an act of omission of Tenant. If Tenant is active military and presents to Landlord a copy of official orders of transfer to another military location, then and in that event, items 15.A.3 and 15.A.5 above shall not apply
- E. Holding Over:** Tenant shall have no right to remain in the property after the termination or expiration of this lease. Should Tenant fail to vacate the property upon the expiration or termination of this agreement, Tenant shall pay Landlord a per diem occupancy fee of \$_____ for every day that Tenant holds over after the expiration or termination of this lease. Acceptance of the occupancy fee by Landlord shall in no way limit Landlord's right to treat Tenant as a Tenant at sufferance for unlawfully holding over and to dispossess Tenant for the same.

16. Flood Disclosure

As required by Georgia Law, O.C.G.A. §44-7-20, The Landlord hereby states that the premises rented to the Tenant _____ has _____ has not (check one) been damaged by flooding three (3) times in the five (5) years prior to the date of this agreement.

17. Pets

The Tenant _____ does _____ does not have the right to pets in the premises. If pets are permitted only the following pet(s) are permitted: _____. The Tenant must pay a non-refundable pet fee of \$_____.

18. Disclosure

Georgia law, O.C.G.A. §44-7-3, requires that the Landlord or those persons authorized to act for the Landlord disclose the name and address of the following person (often the owner of the land is also the manager):

1. Owner of the property or the person the owner designates to act on his/her behalf for receipt of notices

(name)
(address)

2. The person authorized to manage the property, the owner can also be the property manger

(name)
(address)

If during the tenancy the identity of the parties identified above change, the Tenant is to be notified in writing.

19. Lead Paint Disclosure

The Landlord attaches to this Lease the Lead Based Paint Notification/Disclosure form and a HUD brochure entitled "Protect Your Family from Lead in Your Home".

20. Joint and Several Liability

Each person who signs this agreement understands and agrees that they can each be held liable for the entire amount due under this lease.

21. Incorporated Documents

- A. The Tenancy Addendum, Section 8 Tenant-Based Assistance Housing Choice Voucher Program, form HUD-52641-A (3/2000) (Addendum) shall be attached and incorporated by reference herein as a part of this Lease and binding upon the parties to this lease. By signing this Residential Lease Agreement, the Tenant(s) hereby acknowledges and agrees to be bound and abide by the terms of said Addendum.
- B. The Landlord hereby incorporates the following document(s) which shall be attached and incorporated by reference herein as a part of this Lease and binding upon the parties to this lease. By signing this Residential Lease Agreement, the Landlord(s) hereby acknowledge and agree to be bound and abide by the terms of said documents.

N/A: _____

Document: _____

The Tenant and Landlord have each received identical copies of the lease, each signed and dated by the Landlord and Tenant.

22. Signatures

(Date) _____	Landlord
(Date) _____	Tenant
(Date) _____	Tenant
(Date) _____	Tenant
(Date) _____	Tenant

ADDENDUM

No pets

No parking on grass

**No interior or exterior modifications, paint, add on or removal of any kind.
(all must be approved by management/owner)**

Grass must be cut once a week, and the hedges must be cut every (4) four months

House is to be kept in reasonable and orderly clean condition at all times

Locks cannot be change unless approved by management/owner. If approved a key must be given to management/owner. There will be a re-keying fee of \$200.00 (Two Hundred Dollars) if key is not given.

No tampons, diapers, paper towel or other foreign items to be flushed in plumbing (ie: toilet/sink) system. Non-compliance of these terms and tenant will be held monetarily responsible for repairs.

No illegal drugs or paraphernalia on property

Tenant will take steps to keep pipes from freezing in the WINTER (ie: keep house heated, also let water drip when necessary).

Furniture/appliance should not be drag, pushed or pulled on carpet/linoleum or hardwood floor. This will cause snag, furs, pulls and or scratches, which will destroy the flooring. Non-compliance and tenant will be held monetarily responsible for replacement.

Any repairs to property must be pre-approved by management/owner

Once a month the landlord will be allowed to visually inspect the grounds of said property, and also enter said property to perform a visual preventive maintenance. 24-hour notice will be given to tenant.

Any fraudulent information or omissions of any information on the application is grounds for termination of lease.

Any non-compliance with the terms of the lease or addendum that causes any damage to the property _____. The tenant will be held monetarily responsible.

Lease Renewals are Base on the Following:

**Payment Record
Property Maintenance
Disruptive Behavior**

Tenant/Lessee: _____

Date: _____

Management/Owner/Lessor _____

Date: _____