

# THE HOUSING AUTHORITY

of the City of Daytona Beach

211 N. Ridgewood Avenue, Suite 300, Daytona Beach, FL 32114

(386) 253-5653

FAX (386) 238-9987

Commissioners

Kelvin J. Daniels, Chairman

Dr. Irma Browne Jamison

Sally L. Jass

Kim Brown Crawford

Charles Woodyard  
Chief Executive Officer

Dear Landlord/Agent/Owner,

Thank you for your interest in the Housing Choice Voucher Program. We appreciate your willingness to give our program and our participants a chance to work with you. Attached you will find a booklet which will give you an overview of most of the information you will need in order to have a great Section 8 experience. **It is very important that you read this booklet in its entirety.** Please feel free to call with any questions or concerns you may have after reading through this booklet. This packet does not contain all of the answers. Changes in the rules and regulations over the past several years have made the program more logical and reasonable, especially from the Landlord's perspective. The information provided in this packet has been prepared especially for you, the Landlord. The Housing Choice Voucher Program offers many incentives to you as a Landlord and we know we could not offer quality, affordable housing to our applicants without your participation.

To help us quickly process the paperwork for your prospective new tenant please provide us with the following information by fax, email or in person:

- ❖ **A copy of the recorded warranty deed to the property**
- ❖ **Landlord Application for Section 8 Participation**
- ❖ **Direct Deposit Form and voided check**
- ❖ **IRS W-9 Form**

Please, feel free to contact us (386) 253-5653 Ext. 321 if you have any recommendations or thoughts, which you think would make us more effective.

Thank you,

HCV Department



EQUAL HOUSING OPPORTUNITY



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# **HOUSING GUIDE**

## **FOR SECTION 8 LANDLORDS**

### **What is the Housing Choice Voucher Program?**

The Housing Choice Voucher program is a Federally subsidized program from the Department of Housing and Urban Development (HUD) that is locally administered by The Housing Authority of the City of Daytona Beach (DBHA), a Public Housing Agency (PHA), to provide rental assistance to eligible families and individuals. The HCV program enables individuals and families to rent decent, safe and sanitary housing by subsidizing a portion of each participating Tenant's rent. Assisting the Tenant by reducing the amount owed directly by the Tenant, should result in the Tenant making the rent payment to the Landlord on time.

### **Housing Choice Vouchers**

All new families eligible for the Housing Choice Voucher program and families moving to another unit will have a Housing Choice Voucher that has been issued by DBHA.

- A Voucher may be used anywhere within the U.S. and its Territories.
- A Voucher will indicate the size of the unit (number of bedrooms) the tenant has been qualified to rent because of family size
- A Voucher will have an effective date and expiration date

### **How do you become an HCV Landlord?**

Each Landlord must complete and submit a Landlord application, the IRS W-9 form, and the Direct Deposit Form(with voided check) prior to executing the Housing Assistance Payment contract.

In addition, a copy of the recorded warranty deed for the property must be provided to DBHA.

If an individual or company will be managing your property and receiving payments on your behalf, you will also be required to provide a copy of the Management Agreement.

### **Listing Your Vacancy**

- A list of available units is made available to applicants.
- The landlord is given the option of listing the vacant unit(s) by
  - Accessing the gosection8.com website or
  - calling 1-800-466-SEC8 (7328)
- This listing service is a limited free service depending on the landlord's choice of listing options.

## **Tenant Selection / Screening**

DBHA determines program eligibility of all applicants according to HUD guidelines. Landlords are responsible for any additional screening of program participants to determine their desirability as a Tenant. Landlords can pass the cost of the screening to the tenant.

## **How is an HCV Lease Different?**

The Housing Choice Voucher lease must include word for word all provisions of the HUD tenancy addendum (language required by HUD). The HUD tenancy addendum will be given to each certified applicant. (Note: the language of the HUD required tenancy addendum shall control any conflict between the tenancy addendum and other provisions of the lease). The lease or any lease revisions must be approved by DBHA. The initial term of the lease must be for at least one year. The landlord may elect to have an indefinite extension of the initial term (the endless lease) or elect fixed definite extensions of the initial term after the first year, such as month to month or year to year.

(Note: HUD has provided housing agencies with its requirements for leases and upon request you may obtain a copy.)

## **Security Deposits**

The Landlord may collect a security deposit not to exceed that charged to non-section 8 Tenants. The security deposit collected must not exceed the maximum prescribed by Local and State laws.

The security deposit can be kept by the landlord after a Tenant vacates for:

- Unpaid rent, or
- For damages beyond normal wear and tear, or
- Other amounts the Tenant owes under the lease

The landlord is required to notify the Tenant in writing in accordance with the Florida Statutes on Tenant/Landlord Laws as to the disposition of tenant's Security Deposit.

## **Damage Claims/Vacancy Loss**

Damage claims/Vacancy Losses are not guaranteed by DBHA. The Landlord must look to the Tenant for Tenant caused damages and unpaid rent.

## **How is a unit approved to be a Section 8 residence?**

The unit must be inspected and meet Housing Quality Standards (HQS) to be approved for the HCV program. Attached to this packet is a Pre-Rental Checklist, which shows the areas to be inspected.

### **Additionally inspected are the areas as shown below:**

- Security of the unit and the general area
- Electricity, illumination and/or electrical hazards
- Window, ceiling, wall, and floor conditions
- Lead paint status
- Kitchen appliances
- Plumbing conditions and approved water supply
- Tub, shower and toilet conditions
- Cabinet condition
- Condition of roof, gutters, chimney, foundation and other exterior surfaces
- Ventilation and interior air quality
- Fire exits
- Site and neighborhood conditions including landscaping and yard
- Garbage, debris, refuse and/or any evidence of infestation
- Hallway space, storage space, condition of any stairs, handrails, porches
- Access to unit
- Adequacy and safety of heating unit
- If present, condition and safety of air conditioning
- If applicable, architectural barriers or accessibility for persons with disabilities
- If manufactured home, presence of tie down

***NOTE: This list is not all inclusive.***

ALL utilities **must** be on in the unit at the time of the initial inspection. Unless the tenant is already living in the unit they can not be held responsible for turning on those utilities. If the utilities have been turned off, it is the landlords' responsibility to have them reconnected for the inspection. The utility companies will allow this for a nominal fee.

***NOTE: The HCV Department is not responsible for the contract rent until the unit passes inspection and the Landlord and DBHA have executed the HAP contract: A copy of the HAP Contract (HUD Form 52641) and the Tenancy Lease Addendum (HUD Form 52641A) are available upon request.***

### **What is a Housing Assistance Payment?**

A Housing Assistance Payment (HAP) will be paid monthly directly to the Landlord as long as:

- The Tenant/family lives there;
- The Tenant/family remains eligible for rent subsidy; and;
- The unit meets program requirements.

To receive a Housing Assistance Payment (HAP), the Landlord must agree to participate in the program by entering into a lease with the Tenant and a Housing Assistance Payment Contract with the Daytona Beach Housing Authority (DBHA).

## **Agency Portion of the Contract Rent (HAP)**

The Section 8 Department will make monthly HAP payments (by check only) directly to the Landlord. The DBHA payment will equal the difference between the contract rent and the Tenant's portion. If the Tenant moves out of the unit, DBHA will not make any HAP payments to the Landlord for any month after the month when the Tenant moves out.

*\*The Landlord must inform DBHA when a Tenant moves out of the unit.*

## **Tenant Portion of the Contract Rent**

The Tenant will pay approximately 30% of household income towards the total rent. However, the Housing Choice Voucher program allows the Tenant to pay more or less than 30% as long as the rent for the unit is reasonable. (Note: At the initial lease-up the tenant cannot pay more than 40% of the family's monthly adjusted income.)

There can be no side payment agreements made between the Landlord and the tenant. If it is found that a side payment arrangement has been made, the tenant will be terminated and the landlord disbarred from participating in any federally subsidized housing program.

The participating Tenant pays his/her portion of rent **directly to the Landlord**. A specific date for the payment of the Tenant's rent shall be agreed on by the Landlord and Tenant.

DBHA takes no responsibility for the Tenant's portion of the rent. The Tenant's amount of the rent will be specified in the lease and contract.

## **Rent Changes**

The tenant's rent is subject to change if any of the following occurs:

- Change in family income or household composition.
- Exceptional medical or unusual expenses (this applies to elderly, handicapped and disabled families only.)

**Note:** DBHA will give you written notification of the change when the contract is amended.

## **Rent Increase for your Unit**

The Landlord must request a rent increase, in writing, if one is desired. One increase per unit per year will be considered by DBHA, only if the rent remains reasonable and the unit meets HQS.

The approval or disapproval decision regarding an adjustment in rent will be based on HUD required calculations and a rent reasonableness determination. The adjustment may be an increase or a decrease.

The notice of rent change does not affect the renewal of the lease however; a new lease will be required each year. A new contract will not be necessary as long as the tenant resides in the unit.

A rent increase can be requested by the Landlord on the annual re-certification of the participant. Any increase will be effective the later of (1) the anniversary date of the contract, or (2) at least sixty (60) days after the request is received.

### **Changes in Ownership**

Changes in ownership will not require execution of a new contract or lease. DBHA will process changes of ownership only upon the written request of the new owner and only if accompanied by a copy of the escrow statement or other document showing the transfer of title, recorded deed and the owner identification number or social security number of the new owners.

If the new owner does not want assignment of the contract, DBHA will terminate the HAP contract. The new owner may offer the family a new assisted lease. The family may elect to enter into the new lease or move to another unit.

### **Types of Inspections**

As mentioned earlier, your unit must consistently pass the program's HQS. There are four types of inspections DBHA will perform:

1. Initial/Move-In: Conducted upon receipt of request for approval of tenancy.
2. Annual: Conducted within twelve (12) months of the previous inspection.
3. Special/Complaint: Conducted at the request of the owner, family or an agency or third party.
4. Quality Control: Random selection of units for HQS compliance.

If the owner does not maintain the unit in accordance with HQS, PHA remedies for such breach includes suspension of housing assistance payments, termination of housing assistance payments and the HAP contract. Suspension of payment begins at the time of the second (2nd) failed inspection.

To avoid the interruption of rent payments to you, make all necessary repairs in the timeframe specified in any DBHA notification to you.

The owner is not responsible for a breach of HQS that is caused by any of the following:

- The Tenant fails to pay for any utilities that the owner is not required to pay for under the lease, but that are to be paid by the Tenant.
- The Tenant fails to provide and maintain any appliances that the owner is not required to provide under the lease, but that are to be provided by the Tenant.
- Any member of the household or guest damages the contract unit or the premises (damages beyond ordinary wear and tear)

Set up a schedule for you and the Tenant for periodic inspections of the unit including one prior to DBHA's annual re-certification inspection.

## **Responsibilities of the Landlord**

The Landlord responsibilities are to:

- Screen prospective Tenant
- Provide decent, safe and sanitary housing that meets housing quality standards and approved codes. (Owner is not responsible for breach of the HQS by Tenant family.)
- Maintain units up to those standards for as long as housing assistance payments are made by DBHA.
- Collect any security deposit
- Maintain the rent at the rate specified for the term of the lease.
- Collect Tenant's portion of the rent.
- Collect only the amount specified in the lease as the Tenant's share of the rent.
- Provide customary management and maintenance and whatever other services are agreed upon in the lease.
- Bill Tenant for repairs made through Tenant-related damages.
- Comply with equal opportunity requirements.
- Promptly notify DBHA if the Tenant vacates the unit or if there are any persons occupying the unit other than those specified in the lease.
- Promptly notify DBHA in writing of the sale of the property or change of the payee/agent.
- Enforce the lease agreement.

## **Responsibilities of the Tenant**

The tenant responsibilities are to:

- Promptly pay the Tenant share of the monthly rent as specified in the lease.
- Comply with all the lease terms.
- Do his/her part to maintain the unit in decent, safe and sanitary condition.
- Not own or have any interest in the unit
- Not commit fraud, bribery or any other corrupt or criminal act in connection with the program
- Not participant in illegal drug or violent criminal activity.
- Not sublease or let the unit, assign or transfer the unit.
- Not receive HCV tenant-based program housing assistance while receiving another housing subsidy, for the same unit or a different unit under any Federal, State or Local housing program.
- Fulfill all Tenant obligations and responsibilities to DBHA. (For example, to keep all appointments for re-certification or inspections, to promptly notify DBHA of any changes in Tenant composition or income.)
- Notify DBHA if they will be absent from the unit.
- Notify DBHA and Landlord of intent to move
- Notify DBHA of any change in family composition immediately
- Notify DBHA of any changes in income immediately



## **Tenant Breach of Housing Quality Standards**

The owner is not responsible for a breach of the HQS that is caused by any of the following:

- Failure of the Tenant to pay for any utilities that the owner is not required to pay for under the lease.
- Failure of the Tenant to provide and maintain any appliances that the owner is not required to provide under the lease, but that are to be provided by the Tenant.
- Damages to the contract unit or the premises (beyond ordinary wear and tear) by any member of the household or guest.

## **Termination of Lease**

During the first year of the lease, the Landlord and Tenant may terminate the lease by signing an agreement to mutually rescind the lease.

## **Tenant Termination of the Lease**

The Tenant may terminate the lease in accordance with the provisions of the lease.

## **Landlord Termination of Tenancy**

The Landlord shall not terminate the tenancy except for:

- Serious or repeated violation of the terms and conditions of the lease, including but not limited to failure to pay rent or other amounts due under the lease; or
- Violation of Federal, State or Local law that imposes obligations on a Tenant in connection with the occupancy or use of the unit or premises; or
- Other good cause, however, during the first year of the term of the lease, the Landlord may not terminate the tenancy for "other good cause" unless the termination is based on actions or in-actions of the Tenant family.

The following types of criminal activity by the tenant, any member of the household, guest, or another person under the tenant's control shall be cause for termination of tenancy:

- Any criminal activity that threatens the safety or the right to peaceful enjoyment of premises by other residents,
- Any criminal activity that threatens the health, safety, or right of peaceful enjoyment of their residences by persons residing in the immediate vicinity of the premises, or
- Any drug-related criminal activity on or near the premise

During the term of the lease, the owner may only evict the tenant from the unit by instituting court action.

The Landlord must give DBHA a copy of any owner eviction notice at the same time the Landlord gives notice to the Tenant under State or Local law.

Failure by DBHA to pay the housing assistance payment to the owner is not a violation of the lease and not grounds for eviction of the Tenant or termination of the lease.

As the lease is between the Tenant and Landlord only, DBHA will not evict the Tenant from your unit. For "Good Cause" and with proper legal proceedings, the Landlord may have the Tenant legally evicted from the unit.

"Good Cause" may be defined as substantial proof of non-payment of rent, damage beyond normal, wear and tear, illegal use of unit, etc. The Landlord may **give written notice to the Tenant to vacate the unit by a specific date** in accordance with Florida law. The Landlord must advise DBHA in writing, of his intent to begin eviction proceedings.

DBHA will support the Landlord with any Tenant in lease violation by ceasing assistance to the Tenant/Family when the Landlord has supplied DBHA with information such as the copy of eviction notice, damage bills, etc.

## Is Your Tenant in Violation of Their Lease?

The first thing a landlord has to understand when they encounter a problem that is serious enough to start thinking about evicting a tenant for lease violations is that he or she is the one that has to take action to remedy the situation.

The Daytona Beach Housing Authority, while providing a subsidy on behalf of the tenant, is not responsible for the behavior of the tenant. They did not choose the tenant, or put them in the unit, and they have no legal authority to take action on behalf of the landlord regarding the termination of the lease or the removal of the tenant. The program will work with the landlord to persuade the tenant to live up to the terms of the lease that they signed; however, *the HCV Program has no authority or ability to remove the tenant*

If you have exhausted all other options, and still feel that you need to remove the tenant your last resort will be an eviction. In the state of Florida an eviction is the only legal remedy you have to remove a tenant that has failed to live up to the terms of the lease.

You may obtain information from the county clerk's office on how to legally evict someone from your property, as well as all of the necessary paperwork.

**Please send copies of all eviction paperwork on our clients, to our office.**

## Step-by-Step Procedures for Landlords & Tenants

- The landlord is given the option of listing their vacant unit(s) by (1) Accessing the gosection8.com website or calling GoSection8 at 1-800-466-SEC8 (7328)
- This listing service is a limited free service depending on the landlord's choice of listing options.
- Housing Choice Voucher holders are provided copies of the available unit listings
- Voucher holders drive through the neighborhoods listed to decide if they would like to live in the area.
- After the voucher holder decides they would like to rent a particular unit they contact the landlord.
- The landlord meets with or interviews the prospective tenant by phone, to decide if the voucher holder would be a suitable renter.
- If both parties agree, the landlord completes the Request for Tenancy Approval (RFTA) of the tenant's.

- The client **MUST** contact their HCV Representative at the DBHA for a lease up appointment to return the RFTA.
- At this appointment the tenant's rental obligation is determined as well as unit affordability and Rent Reasonableness.
- The landlord and the tenant will receive written notification of the tenant's portion of the rent.
- Upon receipt of the Request for Tenancy Approval an inspection is requested.
- The landlord will be contacted to set up the Initial/Move-in Inspection.
- If the unit passes the first inspection and the tenant has all utility services connected the rent will begin either the closer of the 1<sup>st</sup> or 15<sup>th</sup> of the month following the approved inspection. (The tenant should not move into the unit until it has passed inspection).
- If the unit does not pass the initial inspection the landlord will have to reschedule another inspection once all the repairs are completed.
- Once the unit passes inspection the landlord will need to provide a copy of the executed lease which will have a start date of either the 1<sup>st</sup> or 15<sup>th</sup> of the month.
- The landlord must also sign the Housing Assistance Payment Contract (HAP) with the Housing Authority.
- Once all necessary paperwork has been executed the Housing Assistance Payment to the landlord will begin the next check run. Checks are mailed on the last business day prior to the 1<sup>st</sup> of the month and of 15<sup>th</sup> of the month.

### 10 Suggested Tips for Landlords

1. Paint the entire apartment in semi-gloss paint, either white or off-white.
2. Give the tenant a schedule for garbage and recycling pick up days.
3. Give the tenant a copy of any instructions for the care and maintenance of appliances, or anything that may require special care.
4. Provide shades or blinds for all windows in order to keep the view from the outside uniform.
5. Change the locks every time you change tenants.
6. Exterminate the unit on a regular basis.
7. Give the tenant a written list of who to contact in case of an emergency, also include the numbers of local police, fire, and ambulance.
8. Show the tenant where the shut-off valves are for the water supply.
9. Let the tenant know where to park their car.
10. Make sure that a gas hot water is serviced annually.





# McCRIGHT & ASSOCIATES HQS INSPECTIONS CONTRACTOR

## Effective March 25, 2019,

McCright & Associates will be conducting all HQS inspections for the Daytona Beach Housing Authority (DBHA)

## About McCright & Associates

McCright & Associates was founded in 1988 and is a woman and veteran owned company who has worked with numerous agencies nationwide since 1988 and provided cost effective, quality inspection services. This performance includes more than 1,500,000 inspections conducted successfully, within budget and on time. We look forward to providing the same exemplary services to DBHA.

## Local Phone Number:

DBHA participants and landlords can reach McCright's Call Center by calling **(386) 205-6446** or by faxing (423) 265-6222.

## results.mccright.com

DBHA participants and landlords will have access to McCright's inspection results portal that allows them to view and print their inspection results from one convenient online source.

Go to [results.mccright.com](http://results.mccright.com)

Enter this sample Event ID: CT9PYL

Click Login to view sample inspection report

## Results.McCright // HQS Inspection Results System

Enter your information to login...

Landlord  Tenant

Event ID:

If you are a first time user OR if your contact information has changed, please enter below. Please allow 24 hours for update!  
If entering more than one event, do not delete below fields. Thank You!

(No dashes or spaces in phone number - 10 digits)

Phone Number:

Email Address:

LOGIN >>

START OVER



**DAYTONA BEACH HOUSING AUTHORITY LANDLORD APPLICATION**  
HOUSING CHOICE VOUCHER PROGRAM

**A. OWNER INFORMATION**

DATE OF APPLICATION : \_\_\_\_\_

ARE YOU THE "SOLE" OWNER TO THE PROPERTY?

YES

NO

LEGAL NAME OF(ALL) OWNER(S) (MUST MATCH NAME ON RECORDED DEED):

\_\_\_\_\_

OWNER(S) SOCIAL SECURITY NUMBER OR FEDERAL ID NUMBER:

\_\_\_\_\_

OWNER'S PHYSICAL ADDRESS (P.O. BOX NOT ACCEPTABLE):

STREET: \_\_\_\_\_

CITY/STATE: \_\_\_\_\_ ZIP: \_\_\_\_\_

OWNER'S MAILING ADDRESS (P.O. BOX ACCEPTABLE):

STREET: \_\_\_\_\_

CITY/STATE: \_\_\_\_\_ ZIP: \_\_\_\_\_

PLEASE INDICATE MAILING PREFERENCE FOR ALL CORRESPONDENCE :

(PLEASE CHECK ONE)

PHYSICAL ADDRESS

MAILING ADDRESS

OWNER(S)'S PHONE INFORMATION (Please include area codes)

HOME: \_\_\_\_\_ WORK: \_\_\_\_\_

CELL: \_\_\_\_\_ OTHER: \_\_\_\_\_

OWNER(S)'S EMAIL ADDRESS(ES):

\_\_\_\_\_  
\_\_\_\_\_

HAVE YOU BEEN INVOLVED IN ANY VIOLENT OR DRUG RELATED CRIMINAL ACTIVITY WITHING THE LAST FIVE YEARS? (Please check one)

YES

NO

IF YOU ANSWERED YES, PLEASE LIST THE CITY AND STATE OF INVOLVEMENT:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**DAYTONA BEACH HOUSING AUTHORITY LANDLORD APPLICATION**  
HOUSING CHOICE VOUCHER PROGRAM

ARE YOU SUBJECT TO REGISTRATION AS A SEXUAL OFFENDER AND/OR SEXUAL PREDATOR?

YES

NO

HAVE YOU EVER DEFAULTED ON A HUD SUBSIDIZED LOAN?

YES

NO

HAVE YOU EVER BEEN ACCUSED OF COMMITTING FRAUD, BRIBERY OR ANY OTHER CORRUPT OR CRIMINAL ACT IN CONNECTION WITH ANY FEDERAL HOUSING ASSISTANCE PROGRAM?

YES

NO

**B. PROPERTY MANAGEMENT INFORMATION:**

UNIT WILL BE MANAGED BY:  
(PLEASE CHECK ONE)

OWNER/SELF  
 AGENT

IF UNIT WILL BE MANAGED BY AN INDIVIDUAL OR MANAGEMENT COMPANY:

AGENT NAME \_\_\_\_\_ PHONE: \_\_\_\_\_

AGENT ADDRESS \_\_\_\_\_

AGENT E-MAIL \_\_\_\_\_

PLEASE INDICATE TO WHOM PAYMENTS ARE TO BE DIRECTED:

OWNER/SELF  
 AGENT

**C. UNIT INFORMATION:**

ADDRESS OF UNIT(S) TO BE LISTED ON SECTION 8 (INCLUDE ZIP CODES)

1 \_\_\_\_\_

2 \_\_\_\_\_

3 \_\_\_\_\_

**PLEASE ATTACH A COPY OF THE FOLLOWING:**

- Direct Deposit Form & Voided check
- Recorded Warranty Deed
- Management Agreement (if applicable)

*Per Title 18 of ,Section 1001 of the U.S. Code states that a person is guilty of a felony for knowingly making false statements or misrepresenting information to any department or agency of the United States.*

*By signing this application below, I certify that the information contained in this application is true and complete to the best of my knowledge.*

SIGNATURE OF OWNER: \_\_\_\_\_

DATE: \_\_\_\_\_

SIGNATURE OF CO-OWNERS: \_\_\_\_\_

DATE: \_\_\_\_\_



The Housing Authority of the City of Daytona Beach, Florida  
ACH/Direct Deposit Authorization

Note: Please type or **clearly print** all requested information

**Part 1: Payee Identification**

Payee Name	Payee Type <input type="checkbox"/> Owner <input type="checkbox"/> Property Mgmt
Payee E-mail Address	Payee Phone Number
Street Address	City State Zip Code

Warning: Federal law prohibits DBHA from processing international ACH transactions (IAT.) If any payment to you from DBHA will result in an IAT under the National Automated Clearing House Association's operating rules or if you are unsure if the rules apply to you, **DO NOT COMPLETE THIS FORM.**

Please initial in the box to the right to indicate you have read the above warning. **If you fail to initial here, direct deposit will not be approved.**

--

**Part 2: Financial Institution Information**

Name of Financial Institution	Account Number										
Name on Account	Account Type <input type="checkbox"/> Saving <input type="checkbox"/> Checking										
Nine Digit Routing Number											
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**Part 3: Authorization**

<p>I authorize DBHA to deposit Housing Choice Voucher housing assistance payments by electronic funds transfer (ACH) into the above referenced account. I acknowledge that if I fail to provide complete and accurate information on this authorization form, processing of this form and payments may be delayed</p> <p>This authorization will remain in effect until written notice to terminate or change is received</p>
---

Authorized Signatory	Title	Date

**Note: YOU MUST SUBMIT A VOIDED CHECK OR DIRECT DEPOSIT AUTHORIZATION FORM FOR ACCOUNT VERIFICATION**