

Property Ownership Verification



Form Directions:

1. This form may only be completed by the unit owner or a legally authorized agent/representative (If an agent completes this form, a copy of the agreement authorizing the agent to act on the owner's behalf **must** accompany this form).
2. Any changes in ownership, agent, payment, or direct deposit information must be provided to AHFC **in writing on this form**. Please contact your local AHFC office if you need additional copies of this form.
3. A completed W-9 must accompany this form. **AHFC will issue IRS 1099 information to the payment recipient (see page 2) in accordance with the attached W-9 form.**

Property Information:

Street Address	Apartment No.
City, State, Zip Code	

Owner Information:

- I am a current AHFC Landlord, and I am: Adding a New Property
 Changing my Address or Payment Information
- I am a new AHFC Landlord

Owner or Business Name	Telephone No.
Co-Owner or Business Name (if applicable)	Telephone No.
Mailing Address, City, State, Zip Code	
Fax Number	E-Mail Address (REQUIRED if Payee)

Agent Information (if applicable):

Agent Company Name	
Contact Name	Telephone
Mailing Address, City, State, Zip Code	
Fax Number	E-Mail Address (REQUIRED if Payee)



Direct Deposit Information:

- 1. Staple or tape a voided check below. **Please do not use the information from a deposit slip.**
- 2. **The payment detail will be sent to the email address of the Direct Deposit Payment Recipient.** No statement will be mailed.
- 3. If you do not want to give the paperwork with your personal information on it to the family to return, you may fax or hand deliver this paperwork directly to AHFC at the address on page 1.

Direct Deposit Payment Recipient

- Owner
- Agent

AHFC Correspondence Recipient

- Owner
- Agent

Attach a voided check here.

I certify:

- 1. That the owner(s) named is the legal owner of the rental property.
- 2. That the agent named (if applicable) is authorized to receive monies and execute the lease and Housing Assistance Payment (HAP) Contract for the premises on page 1.
- 3. That I understand AHFC will issue IRS 1099 information according to the attached W-9 form.
- 4. That the owner named (including a principal or other interested party) is not the parent, child, grandparent, grandchild, sister, or brother of any member of the family, unless AHFC has determined (and has notified the owner and the family of such determination) that approving rental of the unit, notwithstanding such relationship, would provide reasonable accommodation for a family member who is a person with disabilities.

Warning: Title 18, Section 1001 of the U.S. Code states that a person is guilty of a felony for knowingly and willingly making false or fraudulent statements to any department of the United States Government. HUD and any owner (or any employee of HUD or the owner) may be subject to penalties for unauthorized disclosures or improper use of information collected based on the consent form. Use of the information collected based on this verification form is restricted to the purposes cited above. Any person who knowingly or willingly requests, obtains or discloses any information under false pretenses concerning an applicant or participant may be subject to a misdemeanor and fine not more than \$5,000. Any applicant or participant affected by negligent disclosure of information may bring civil action for damages, and seek other relief, as may be appropriate, against the officer or employee of HUD or the owner responsible for the unauthorized disclosure or improper use. Penalty provisions for misusing the social security number are contained in the Social Security Act at 208 (a) (6), (7) and (8). Violation of these provisions are cited as violations of 42 U.S.C. 408 (a) (6), (7) and (8).

Owner or Authorized Agent Signature

Date

Owner or Authorized Agent Signature

Date

For AHFC Use

Entered by	Date	Vendor No.