



Dear Prospective Landlord:

Please find enclosed a Kankakee County Housing Authority's Section 8 Landlord packet.

In the packet is the is the needed information regarding Section 8 landlords.

Properties located within the City of Kankakee must have a current renter's license.
Renter's licenses are issued through the Code Enforcement office of the
City of Kankakee (815) 936-7390

The following items **MUST** be on file with the Section 8 office:

- Proof of Ownership (deed, current tax bill, etc.)
- Articles of Incorporation with list of all officers (if applicable)
- Photo ID/s & Social Security card/s for Owner/s & Agenda/s
- Declaration of Trust (if applicable)
- Trust Letter of Direction for payments to be made (if applicable)
- Current Renter License (if applicable)
- ALPHA/Background Check from your locale for Owner/s & Agent/s
(For owners/agents living outside of City of Kankakee)
- National Background Check forms for Owner/s & Agent/s
- W-9 Tax form
- Owner/Agent Information form
(Local Agent required if owner not local)

For further information concerning the Section 8 program, you may access the HUD Website at www.hud.gov.

Should you have any further questions, please feel free to contact the Kankakee County Housing Authority's Section 8 Department at (815) 939-7125. Thank you for your interest.

**Kankakee County Housing Authority's
Section 8 Staff:
Kim Kroll, Interim Manager**

Kankakee County Housing Authority

(815) 939-7125

admin@kchail.com

www.kchail.com

185 N. Saint Joseph, Kankakee, IL. 60901

If you or anyone in your family is a person with a disability, and you require a specific accommodation in order to fully utilize our programs and services, please contact the KCHA 504 Coordinator, Kim Kroll or let a KCHA staff person know you wish an accommodation.

LANDLORD CHECK LIST

OWNER INFORMATION

- ① PHOTO ID
- ② SS CARD OR TAX ID NUMBER
- 3.) POLICE BACKGROUND CHECK (ALPHA REPORT)
- 4.) NCIC POLICE REPORT
- ⑤ AUTHORIZATION FOR RELEASE OF INFORMATION
- ⑥ OWNER AGENT FORM
- 7.) BACKGROUND CHECK FORM
- ⑧ W-9 FORM
- 9.) CREDIT CHECK

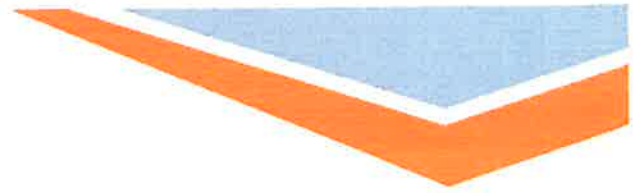
UNIT INFORMATION

- ① PROOF OF OWNERSHIP
- ② RENTER'S LICENSE
- ③ TYPE OF OWNERSHIP
 - A.) ARTICLES OF CORPORATION
 - B.) TRUST

AGENT INFORMATION

- 1.) PHOTO ID
- 2.) SS CARD
- 3.) POLICE BACKGROUND CHECK (ALPHA REPORT)

Revised 3/23/2010

**Owner Information**

Property Owner Name: _____

Street Address: _____

City

State/Zip Code

Phone#

SS# _____ Federal ID# _____

Corporation _____ Partnership _____ Sole Proprietorship _____

Ethnicity of Owner (Required by HUD)

White _____ Black/African American _____ American Indiana/Eskimo _____ Hispanic _____ Asian _____ Other _____

Male _____ Female _____

Signature of Owner _____ Date _____

Agent Information

Owner Representation Name: _____

Address: _____

City

State/Zip Code

Phone#

Agent SS# (Or) Federal ID # _____

HAP payments are normally made payable to the owner (or) in the case of a corporation, to the company or apartment complex name.

Occasionally an owner will authorize payments to be made to the agent. Accurate information is essential. The payee will generally receive a form 1099 at the end of the year, in accordance with IRS requirements.

Payment InformationMake Housing Assistance Payments to: _____
Name of PayeeMail Check to: _____
Street Address

City

State/ZIP

Phone#

Payee SS# (or) Federal ID# _____

By signing this document, I certify that the above information is true and correct

Owner/Agent Signature: _____ **Date:** _____**Name of Tenant:** _____

Assisted Unit Street Address: _____

City

State

Zip

Kankakee County Housing Authority

(815) 939-7125

admin@kchail.com

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Request for Taxpayer Identification Number and Certification

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

Print or type See Specific Instructions on page 2.	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; check only one of the following seven boxes: ☐ Individual/sole proprietor or single-member LLC ☐ Limited liability company. Enter the tax classification (C=C corporation, S=S corporation, P=partnership) ▶ _____ Note. For a single-member LLC that is disregarded, do not check LLC; check the appropriate box in the line above for the tax classification of the single-member owner. ☐ Other (see instructions) ▶ _____	4 Exemptions (codes apply only to certain entities, not individuals; see instructions on page 3): Exempt payee code (if any) _____ Exemption from FATCA reporting code (if any) _____ <i>(Applies to accounts maintained outside the U.S.)</i>
	5 Address (number, street, and apt. or suite no.)	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 Part I instructions on page 3. For other entities, it is your employer identification number (EIN). If you do not have a number, see *How to get a TIN* on page 3.

Note. If the account is in more than one name, see the instructions for line 1 and the chart on page 4 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 on page 3.

Sign Here	Signature of U.S. person ▶	Date ▶
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General Instructions

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

Future developments. Information about developments affecting Form W-9 (such as legislation enacted after we release it) is at www.irs.gov/fw9.

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)

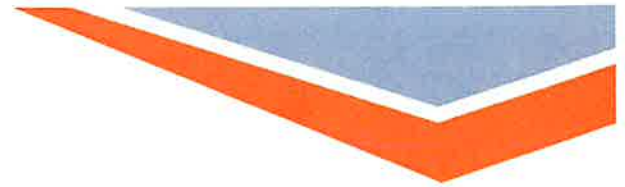
- Form 1098 (home mortgage interest), 1098-E (student loan interest), 1098-T (tuition)
- Form 1099-C (canceled debt)
- Form 1099-A (acquisition or abandonment of secured property)

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? on page 2.

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?* on page 2 for further information.



AUTHORIZATION FOR THE RELEASE OF INFORMATION

I/We hereby authorize the Kankakee County Housing Authority to use any consumer reporting agency, credit bureau or other investigative agencies employed by such, to investigate the references herein listed or statements or other data obtained from me or from any other person pertaining to my employment history, credit, prior tenancies, character, general reputation, personal characteristics and mode of living, to obtain a consumer report and such other credit information which may result there from, and disclosure and furnish such information to the owner/agent listed above in support of this application.

Signature

Date

Co-Applicant

Date

Information Inquiries may be made in reference to:

Child Care Expenses
Credit History
Criminal Activity
Residents and Rental History

Identity and Marital Status
Past/Current Employment
Social Security Number(s)

Information or organization that may release information:

Banks and other Financial Institutions
Courts
Law Enforcement Agencies
Credit Bureaus
Landlords

Schools and Colleges
U.S. Post Office
U.S. Social Security Administration
Utility Companies

I agree that photocopies of this authorization may be used for the purposes stated above.

IF I DO NOT SIGN THIS AUTHORIZATION, I also understand that my application for employment, and/or housing may be denied or terminated.

Signature

Date

PENALTIES FOR MISUSING APPLICANT/TENANT INFORMATION

Title 18, Section 1001 of the U.S. Code states that a person is guilty of a felony for knowingly and willingly making a false or fraudulent statements to any department of the United States Government. HUD, the PHA and any owner (or any employee of HUD, the PHA or the owner) may be subject to penalties for unauthorized disclosure or improper use of information collected from the applicant or tenant. Any person who knowingly or willfully requests, obtains or discloses any information under false pretenses concerning an applicant or tenant may be subject to a misdemeanor and fined no more than \$5,000.00. Any applicant or tenant affected by negligent disclosure or information may bring civil action for damages, and seek other relief, as may be appropriate, against the officer or employee of HUD, the PHA or the owner responsible for the unauthorized disclosure or improper use.

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