

OWNER / LANDLORD INFORMATION & CERTIFICATION  
**\*\*MANDATORY\*\* – THIS FORM MUST BE COMPLETED FOR EVERY MOVE**  
**“ON FILE” WILL NOT BE ACCEPTED**

Name of Property/Complex (if applicable): \_\_\_\_\_

Rental Property Address: \_\_\_\_\_

Name of Tenant/Potential Tenant: \_\_\_\_\_

\*\*\*\*\*

Please mark which pertains to you:  Sole Proprietor  Partnership  Corporation

**Property Owner Information (please make certain the owner name and tax ID # match IRS taxpayer information)**

Owner's Name: \_\_\_\_\_

Owner's Taxpayer ID #/SS #: \_\_\_\_\_ Phone # \_\_\_\_\_

Owner's Mailing Address: \_\_\_\_\_

City/State/Zip: \_\_\_\_\_

e-mail address: \_\_\_\_\_ FAX # \_\_\_\_\_

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**Property Manager (if not the same as Owner listed above)**

**(NOTE: ALL CORRESPONDENCE AND PAYMENTS WILL BE SENT TO MANAGER IF THERE IS ONE)**

Manager Name: \_\_\_\_\_

Mailing Address of Management: \_\_\_\_\_

City/State/Zip: \_\_\_\_\_

Phone # \_\_\_\_\_ FAX # \_\_\_\_\_

E-mail address: \_\_\_\_\_

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**Banking Account for Direct Deposit Payments belongs to the:**

Owner  Manager  Other (Please explain) \_\_\_\_\_

Are you related to the Section 8 Voucher holder currently applying to, or living in your rental unit?  Yes  No  
If yes, what is your relation? \_\_\_\_\_

Does the tenant/client have any ownership in the rental unit listed above?  Yes  No

Your 1099 tax forms will be sent to the mailing address in our system.

**Owner/Landlord Certification**

**Under penalties of perjury, I certify that I am the Owner/Authorized Agent of the unit listed above, and the information provided on this form is true and correct to the best of my knowledge.**

\_\_\_\_\_  
Signature of Owner/Landlord

\_\_\_\_\_  
Date