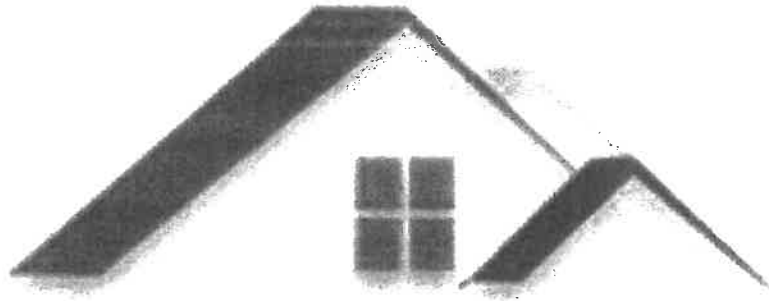


# CASWELL COUNTY



## SECTION 8 HOUSING



***WHAT IS SECTION 8?***

The Section 8 Program provides assistance for low income families in the private rental market through the Housing Assistance Payments Program.

Voucher Holders select a unit from the private rental market. Rental assistance makes market rate housing affordable. Program participants normally pay no more than 30% of monthly adjusted income towards rent and utilities. The Housing Assistance Payment subsidizes the balance of the rent to the property owner.

***WHAT ARE THE REQUIREMENTS FOR MY UNIT TO BE RENTED TO AN ASSISTED FAMILY?***

The unit must meet HUD Housing Quality Standards and the rent must be approvable within HUD Fair Market Rents and market rate comparable.

***HOW DO I MAKE A UNIT AVAILABLE TO VOUCHER HOLDERS?***

You may call our office to have the unit listed on our list of available units called "Landlord List". You also have the option to advertise in the newspaper with the phrase "will accept Section 8". Our families requests Landlord list daily and continuously search the newspaper for new listings.

***WHAT DO I DO WHEN A VOUCHER HOLDER IS INTERESTED IN MY UNIT?***

**LANDLORD SCREENS TENANTS**

You must screen the prospective tenant carefully to insure you are making a good selection. When one of our families contacts you, we can only certify to you that they are eligible for our program based on income verification. We cannot provide a reference as to their expected behavior as tenants. You may use any or all of the following screening procedures:

\*Credit Check

\*Criminal Check

\*Landlord Reference

\*Home Visits

We encourage all of the above screening methods as long as you do not discriminate. Discrimination includes any tenant selection based on race, color, religion, ancestry, sex, country of birth, handicap or familial status. The prohibition against discrimination based on familial status makes it illegal, in most circumstance, to refuse to allow children to live in a residential unit.

**REQUEST FOR TENANCY APPROVAL**

When you have selected a tenant, he/she will have a "Request for Tenancy Approval" form for you to complete. When the tenant submits the form to our office, a housing representative will contact you to schedule an inspection.

**INSPECTION AND RENT**

The unit will be inspected to insure that it meets HUD Housing Quality Standards. You will also be mailed a copy of the inspection repair list, if applicable.

**LEASE AND CONTRACT**

After the unit passes inspection and the rent has been approved, the landlord and tenant enter into a lease for an initial term of one year. The Housing Authority and the landlord sign a Housing Assistance Payments Contract through which the rent is assisted on behalf of the tenant.

**CAN I COLLECT A SECURITY DEPOSIT?**

Yes, The Housing Authority prohibits security deposits in excess of one month rent charged by the owner.

**WHAT IS THE TERM OF THE LEASE AND CONTRACT?**

After one year, the lease is renewed on a month-to-month basis. The tenant may vacate with a 30 day notice after the term of the lease expires. If the tenant remains in the unit, the tenant is recertified for eligibility and the unit is inspected for Housing Quality Standards annually

**WHAT ARE MY RIGHTS AND RESPONSIBILITIES AS A LANDLORD?**

- \* **Maintain your property in good condition.**
- \* **Complete repairs within a reasonable amount of time upon request by the housing authority or tenant, 24 hours for emergencies. The amount of time that is considered reasonable depends on the nature of the problem.**
- \* **Set reasonable rules about use of unit and common areas.**
- \* **Do not enter a unit without tenant's permission and proper notice except for emergencies or tenant requested repairs.**
- \* **Collect appropriate security deposit as directed under the program and use it only as directed by state laws.**
- \* **Comply with equal opportunity requirements.**
- \* **Enforce tenant obligations under lease.**
- \* **Expect your tenant to:**
  - **Pay rent on time**
  - **Keep unit clean**
  - **Avoid illegal activity**
  - **Permit access for repairs**
  - **Avoid damage of property**
  - **Refrain from disturbing others**
  - **Allow only those occupants on the lease to reside in the unit.**
  - **Comply with terms and conditions of lease and HAP contract.**

## **CASWELL COUNTY SECTION 8 HOUSING**

**205 E. Church Street**

**PO Box 577**

**Yanceyville, NC 27379**

**Phone (336)694-9318 Fax (336)694-9321**

**The following information will explain the procedure that will follow once the RFTA (Request For Tenancy Approval) is submitted.**

Housing Assistance Payments (HAP) will NOT be paid until the unit passes inspection, all verifications are received and all required documents are submitted and signed by the dates requested. If you should allow your tenant to move in the unit before HAP is approved, the tenant will be responsible for the full payment of rent for the days prior to approval. NO EXCEPTIONS!

- 1. RETURN THE COMPLETED REQUEST FOR TENANCY APPROVAL FORM**
  - \* Must be completed and signed by Landlord and Tenant.
- 2. FOR INSPECTION TO TAKE PLACE: (Our Inspector, Ray Fearrington x12, will contact you to schedule the inspection)**
  - \* Unit must be Vacant
  - \* Utilities must be on (Tenant's responsibility)
- 3. UTILITY VERIFICATION(S)**
  - \* Verification for all utilities the tenant is responsible for paying must be submitted prior to the HAP contract. (lights, water, oil/gas...)
- 4. SIGNING OF HAP CONTRACT & LEASE**
  - \* Before HAP payment can be paid both Landlord and Tenant must sign all required documents.

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**DOCUMENTS REQUESTED FROM OWNERS WHO WISH TO PARTICIPATE IN THE CASWELL COUNTY SECTION 8 PROGRAM ARE:**

- 1. Drivers License/Photo ID**
- 2. Social Security Card**
- 3. Proof of Property Ownership**
- 4. IRS-Form W-9**

## **Section 8 Housing Choice Voucher (HCV) Landlord FAQs**

### **Q. My Tenant has not paid rent. What do I do?**

A. You will need to serve the tenant with a Thirty Day Notice of Non-Payment of Rent. If they do not pay you in full within those 30 days, (the thirty day cannot be on a weekend day or a state holiday) then you need to file a Petition for Restitution with the Caswell County Magistrate Office and provide PHA with any correspondence giving to tenant.

### **Q. What happens after I file the Petition?**

A. You will need to have the paperwork given to you by the Clerk served by either the sheriff or a process server. You will be given a court date (usually 10 to 14 days after the papers are filed) and then you will need to appear in court on that day with your file and all documentation. If the judge finds in your favor, he or she will issue a Judgment for Restitution and will give the tenant between 3 and 7 days to move out (3 if there are no children in the unit).

### **Q. What happens if my tenant does not move out even after I have a judgment against him/her?**

A. You will need to go back to where you filed your Petition for Restitution and ask them for a Writ of Restitution. You then take the Writ to the County Sheriff's Department, pay court cost and they will come out within 24 to 48 hours and evict the tenant from the apartment. You will need to be present for the eviction.

### **Q. My Tenant has moved out and there are items left in the apartment. What do I do with them?**

A. If the Tenant was locked out by the sheriff in an eviction, then you hold the items for three (3) days before you can legally dispose of the items. If the Tenant moved on their own and left items, you will need to store them for thirty (30) days and then after those 30 days keep a record of how you disposed of the items.

### **Q. My Tenant has not paid rent, can I change the locks and lock the tenant out?**

A. No. HUD does not allow for lock-outs unless the landlord has gone through the eviction process and the sheriff is present.

### **Q. I have a Tenant who is constantly breaking the rules, can I kick him out?**

A. Your first step will be to serve a Seven Day Notice of Non-Compliance. In this written notice, you will need to explain the problem in detail and what you expect the tenant to do to correct this problem. The Tenant will then have seven (7) days to correct the problem. If the problem is not corrected in seven days. If the tenant does not move, then you will need to go to court. Before going to court you will need to make sure that you have witnesses lined up to support your claims on non-compliance. Written statements and/or receipts showing repairs will not be accepted by the judge. You must have actual witnesses present at the hearing. This is so that they can be cross-examined by the tenant or tenant's attorney, and is therefore required by the Rules of Civil Procedure.

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**Q. My Tenants' lease is up and I do not want to renew it, do I have to give them a reason?**

A. No, HUD does not require that you give a reason for non-renewal of a rental agreement, just as your Tenant does not have to give you a reason when they turn in their notice.

**Q. As the Landlord of the Property, do I have a right to enter my unit?**

A. Yes, as long as you give the tenant twenty-four (24) hour written notice of your intent to enter and your reason for entry. The only time you do not need a 24-hour notice is in the event of an emergency in the unit.

**Q. How can I help my unit to pass inspection the first time?**

A. A list of helpful tips for landlords in preparing for inspections are listed in the PHA Landlord Handbook which is available upon request. The tenants are also issued the "A Good Place to Live" handbook during their briefing with tips for maintenance.

**Q. How can I tell if my unit is eligible for the Housing Choice Voucher Program?**

A. Any type of housing may be rented - apartments, houses, duplexes, row houses etc. – as long as the unit is located within jurisdiction, meets HUD Housing Quality Standards, qualifies as an eligible type, and the rent is reasonable for the size, type, and location of unit.

**Q. Why was my rent abated? (not paid in full)**

A. The PHA is required to inspect units at least annually. Rent is abated (stopped or not paid in full) when the repairs are not completed by the re-inspection deadline date. The unit will be taken out of abatement if it passes inspection and payments will resume the day after the unit passes inspection.

**Q. I didn't receive a payment this month, why not?**

A. There could be several reasons why you did not receive a payment this month. If the unit is in abatement (failed inspection) payments are stopped until repairs are made, and the unit passes inspection. If your tenant has had a recent re-certification his/her income may have increased to a level where he/she is no longer eligible for Housing Assistance payments and they are responsible for paying the total Contract Rent. If this is the case, you will receive a letter from the housing specialist regarding the changes. Also, you should receive notification in writing of why your payment was stopped prior to it being effective. If PHA receives a Notice to Vacate from the landlord or tenant, no payment will be made to the landlord after that date. If you have questions about your payments, please contact the housing specialist that handles your tenant's case.

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**Q. What are some of the Benefits of Being a Section 8/Housing Choice Voucher Landlord?**

A: There are numerous benefits:

- ☑ You select your own tenant(s)
- ☑ You are encouraged to screen tenants.
- ☑ You are not required to rent to a household that does not meet your screening requirements, as long as you do not violate anti-discrimination laws.
- ☑ Quality Housing: PHA conducts an initial property inspection, annual inspections and special inspections upon the request of the landlord or tenant. Along with the landlord's periodic checks, these inspections help insure that the property is well maintained.
- ☑ Guaranteed Monthly Housing Assistance Payments: The portion of rent paid by PHA is paid to the landlord.
- ☑ Reduced Amount of paperwork: PHA prepares all Housing Assistance Payment (HAP) contracts. You complete the Request for Tenancy Approval forms and provide the executed lease. Most of the required paperwork is prepared by PHA.

**Q. What are my rights and responsibilities as a landlord?**

A. You have the same rights and responsibilities in the Housing Choice Voucher program as you have with any open market renter, including:

- ☑ Must maintain your property in good condition.
  - ☑ Must complete all necessary repairs within a reasonable amount of time upon request by the Housing Authority or tenant, including all 24-hour emergency items. The amount of time that is considered reasonable depends upon the nature of the problem.
  - ☑ Should set reasonable rules about the use of unit and common areas.
  - ☑ Except for emergencies or tenant's requested repairs, may not enter a unit without tenant's permission and/or proper notice.
  - ☑ May collect appropriate security deposit as directed under the program and use it only in accordance with local and state law.
  - ☑ Must comply with equal housing opportunity requirements.
  - ☑ Should enforce tenant obligations under your dwelling lease (be fair, firm and consistent).
  - ☑ Must provide PHA with any correspondence.
  - ☑ All evictions must go through the court system.
-

**Q. What should I expect from Housing Choice Voucher tenants?**

A. You should expect them to:

- ☑ Pay their rent on time.
- ☑ Keep the unit clean.
- ☑ Maintain exterior of residence and yard.
- ☑ Avoid illegal activities by any and all household members and guests.
- ☑ Allow Housing Authority Housing Quality Compliance Inspector access to the unit to conduct inspections.
- ☑ Permit landlord and designated repairmen access to the unit for repairs.
- ☑ Avoid damage to property by household members and guests.
- ☑ Refrain from disturbing others (respecting the right to peaceful enjoyment by their neighbors).
- ☑ Allow only those occupants on the lease to reside in the unit.
- ☑ Comply with terms and conditions of the dwelling lease and tenancy addendum.

**Q. Does the household pay for utilities?**

A. Yes, unless the landlord includes utilities in the rent. The landlord decides which utilities they will provide as a part of the rent and which utilities the household will be responsible for. Utility service, including water, must be on at the time of the move-in inspection. Utilities that the Section 8 participant pays for cannot be master metered or shared with another unit or common area. If a household is responsible for paying a utility, PHA generally will credit the household with a utility allowance that lowers their tenant rental share and leaves them with the necessary money to assist with utility cost.

**Q. What will the inspector be looking for?**

A. The Housing Quality Compliance Inspector will be checking to see if the unit is in compliance with Housing Quality Standards (HQS). These are minimum standards that any unit rented under the Section 8 Housing Choice Voucher Program must meet. Decent, safe, sanitary and in good condition.

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**Q. When can I expect my first payment (HAP)?**

A. After the lease and HAP contract have been executed, the contract is processed for payment. Generally, the first payment takes approximately 15 to 30 days. Payments will be made via direct deposit into your savings or checking account each month.

**Q. Who do I call if I have a question or problem with my tenancy?**

A. Each tenant is assigned a housing specialist. Generally, the role of the housing specialist is to handle any matters concerning the household's income, household composition changes and all matters concerning the unit and payments. To find out who your tenants housing specialist is, contact our main office number. If you have questions regarding an upcoming inspection, call the inspector listed on the letter sent by PHA Inspection Department.

**Q. Is my unit inspected after the initial inspection?**

A. Yes. PHA must inspect all units annually to ensure program compliance. This is generally 60-120 days prior to the contract anniversary date. In addition, in the case of an emergency or complaint by the landlord, tenant, Housing Authority, or general complaint, a special inspection will be conducted.

**Q. Can I cancel the PHA contract if I'm not satisfied?**

A. No. Only PHA can cancel the Housing Assistance Payments (HAP) Contract, and only under qualifying circumstances. A landlord is free to terminate a lease agreement pursuant to the State and local laws. Once the Lease agreement ends, the HAP Contract terminates automatically.

**Q. How do I terminate a lease?**

A. If the landlord wants to terminate the lease, the landlord can only give the tenant a notice with cause and with the proper action according to HUD. The landlord and tenant can also mutually agree to terminate the lease via a Mutual Rescission. Note that any eviction attempt without a court order – such as by changing the locks, turning utilities off, or taking possession of the unit under false pretenses – is illegal and will subject the landlord to severe criminal charges and civil penalties. A landlord may choose not to renew the lease at the end of the lease term.

The landlord must give the family a minimum written thirty (30) day notice to vacate the unit. Due to the time required to process a family to move, it would be advantageous for the landlord to provide the tenant with sixty (60) days' notice to vacate.

PHA does not conduct move-out inspections. Landlords must conduct their own move-out inspections of the unit. (Unless requested by Landlord or Tenant).

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**Q. How long can I rent to a Housing Choice Voucher household?**

A. The initial lease term is for one year. After the initial term, the lease will automatically convert to a month-to-month lease unless the tenant and landlord renew the lease for another lease term. As long as the household qualifies for HCV.

**Q. What types of housing can someone rent with a Section 8 Housing Choice Voucher?**

A. Section 8 Housing Choice Vouchers can be used to rent houses, duplexes, triplexes, apartments, condominiums, townhouses, mobile homes, and cottages.

**Q. Does the landlord have to be present when the inspection occurs?**

A. Landlords must be present for the initial inspection. Landlord do not need to be present at annual inspections. There must be a responsible adult present, age 18 or over, to let the Housing Quality Compliance Inspector into the unit.

**Q. Who is responsible for repairs?**

A. As the landlord, you are responsible for basic maintenance and normal wear and tear of the unit. You must make repairs that are your responsibility within a reasonable amount of time (generally 30 days) or PHA will hold or abate your Housing Assistance Payments. Damages caused by your tenant, members of your tenant's household, or your tenant's guest are the tenant's responsibility.

**Q. Can a voucher be used to rent from a relative?**

A. No. Housing Choice Voucher holders cannot rent from their immediate relatives. This includes the participant's mother, father, sister, brother, grandparents, grandchildren, step-family, in-laws, or any member of his or her household. A household can rent a unit from a relative as a reasonable accommodation only if the head of household or a member of the household is a person with a disability. The household must show that renting the unit provides a reasonable accommodation. PHA must approve the reasonable accommodation.

**Q. What happens if the tenant damages the unit?**

A. As with any tenancy, repairs for tenant-caused damages are the responsibility of the tenant. PHA does not reimburse the landlord for tenant caused damages. You should collect a security deposit and enforce your lease provision in the same way you would with any other tenants you rent to on the open market. You should seek reimbursement from the tenant for any damage repair costs paid on the tenant's behalf. If the unit does not pass the annual inspection because of something your tenant is responsible for, then your tenant will need to have repairs made within a reasonable amount of time (generally 30 days unless an emergency 24-hour item) or household will lose voucher and assistance.

**Q. How do I request a rent increase?**

A. The landlord must submit a written request to both PHA and the tenant 60 to 90 days prior to the recertification date. PHA will consider all relevant factors to determine whether the request is reasonable.

---

**Q. How much can I charge for a security deposit?**

A. Security Deposits charged by landlords may not exceed those charged to unassisted tenants, or the maximum prescribed by State or local law. For lease-in-place households, responsibility for pre-paid dwelling rent (one month rent) is not considered a security deposit issue. In these cases, the landlord should settle the issue of pre-paid rent with the tenant household prior to the beginning of the period of section 8 rental assistance. It is recommended that the landlord include such language and requirement in the lease agreement.

**Q. Can I transfer the lease and contract to a new owner?**

A. The lease and HAP Contract may be transferred to a new property owner. The new owner will need to provide PHA with proof of ownership documentation and all required new owner information in order to begin receiving the Housing Assistance Payments (HAP).

When a real estate is sold / transferred (inherited) and the new owner chooses to assume the lease and HAP Contract, PHA will require some of the following documents:

Copy of a recorded 'Deed' showing transfer from seller to purchaser; Copy of a recorded 'Real Estate Contract', recorded at the County Clerk's office; Copy of a recorded 'Special Warranty Deed' from a foreclosure case;

If no warranty deed is available, a signed settlement statement can be used temporarily until a recorded copy of the Warranty Deed is provided as soon as possible;

Completed IRS Form W-9;

Completed and notarized 'Assignment of HAP Contract'; and/or

Completed RFTA and/or Assignment of Lease.

**Q. How can I tell if my unit is eligible for the Housing Choice Voucher Program? Or How to Become a Housing Choice Voucher/Section 8 Landlord?**

A. Below is a list of recommended steps:

The first step in becoming a Caswell Housing Authority Housing Choice Voucher landlord is to attend a landlord briefing.

Please be advised that listing your property with PHA does not guarantee a renter.

The landlord interviews, screens and selects a tenant.

Once the landlord approves the tenant, the landlord and tenant complete the Request for Tenancy Approval (RFTA) package. All paperwork (including all required documents) is returned to the Housing Authority by both the family or the landlord or the landlord only.

After PHA receives the completed paperwork from either the tenant or the landlord, an inspection is scheduled within 3-5 working days.

The tenant should not move into the unit until it passes initial inspection and all required paperwork is signed and approved, as PHA will not pay any rent for a unit until the Housing Assistance Payment (HAP) contract is signed by both PHA and the landlord.

In addition to the Housing Quality Standards (HQS) inspection, PHA will also conduct a rent reasonableness survey to determine if the requested rent amount is reasonable to comparable unassisted units in the same geographical area (PHA will not approve a rental rate that exceeds market rates).

Once the unit passes the HQS inspection, the rent is deemed "reasonable" and the move-in date is established, the landlord and tenant sign the lease and provide a copy to PHA.

The Housing Assistance Payment (HAP) contract will be prepared by PHA. Please note a payment will not be made until after both PHA and the landlord sign the HAP contract.

The landlord and tenant will both be notified in writing regarding how much rent is to be paid by the tenant and how much will be paid by PHA on the family's behalf.

---

**Q. What are the terms of the lease?**

A. PHA requires the tenant and landlord to enter into a written lease agreement. PHA must review and approve all leases before the landlord can use their lease for the program. The initial term of the lease must be for 1 year with PHA. The lease will automatically convert to a month-to-month lease unless the tenant and landlord renew the lease for another lease term.

**Note: PHA is Caswell County Section 8 Housing**

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**CASWELL COUNTY SECTION 8 HOUSING**

**205 E. Church Street**

**PO Box 577**

**Yanceyville, NC 27379**

**Phone (336)694-9318 Fax (336)694-9321**

**We would like to thank you so very much for your interest in our program and hope to have you be a part of our "family". Caswell County is in need of valuable Landlords like you, to serve our community and temporarily offer your homes to families in need.**

**Should you have any questions after reviewing this information, please contact us.**

**Respectfully,**

**Section 8 Staff**

# 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.

Name (as shown on your income tax return) \_\_\_\_\_

Business name/disregarded entity name, if different from above \_\_\_\_\_

Check appropriate box for federal tax classification:  
 Individual/sole proprietor     C Corporation     S Corporation     Partnership     Trust/estate  
 Limited liability company. Enter the tax classification (C=C corporation, S=S corporation, P=partnership) ▶ \_\_\_\_\_  
 Other (see instructions) ▶ \_\_\_\_\_

Exemptions (see instructions):  
 Exempt payee code (if any) \_\_\_\_\_  
 Exemption from FATCA reporting code (if any) \_\_\_\_\_

Address (number, street, and apt. or suite no.) \_\_\_\_\_  
 City, state, and ZIP code \_\_\_\_\_

List account number(s) here (optional) \_\_\_\_\_

Requester's name and address (optional) \_\_\_\_\_

**Part I Taxpayer Identification Number (TIN)**

Enter your TIN in the appropriate box. The TIN provided must match the name given on the "Name" line to avoid backup withholding. For individuals, this is 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.

**Social security number**  
 [ ] [ ] [ ] - [ ] [ ] - [ ] [ ] [ ] [ ] [ ] [ ]

**Employer identification number**  
 [ ] [ ] [ ] [ ] - [ ] [ ] [ ] [ ] [ ] [ ] [ ] [ ] [ ] [ ] [ ] [ ]

**Note.** If the account is in more than one name, see the chart on page 4 for guidelines on whose number to enter.

**Part II Certification**

Under penalties of perjury, I certify that:

- 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
- 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
- I am a U.S. citizen or other U.S. person (defined below), and
- 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 ▶ \_\_\_\_\_

**General Instructions**

Section references are to the Internal Revenue Code unless otherwise noted.  
**Future developments.** The IRS has created a page on IRS.gov for information about Form W-9, at [www.irs.gov/w9](http://www.irs.gov/w9). Information about any future developments affecting Form W-9 (such as legislation enacted after we release it) will be posted on that page.

**Purpose of Form**

A person who is required to file an information return with the IRS must obtain your correct taxpayer identification number (TIN) to report, for example, income paid to you, payments made to you in settlement of payment card and third party network transactions, real estate transactions, mortgage interest you paid, acquisition or abandonment of secured property, cancellation of debt, or contributions you made to an IRA.

Use Form W-9 only if you are a U.S. person (including a resident alien), to provide your correct TIN to the person requesting it (the requester) and, when applicable, to:

- Certify that the TIN you are giving is correct (or you are waiting for a number to be issued).
- Certify that you are not subject to backup withholding, or
- 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.

**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.

## RENT REASONABLENESS SURVEY SHEET

**\*\*Please complete this form with information for at least one UNASSISTED unit you own. The information you provide will be used for Rent Reasonable Comparisons. This helps us stay current with rent amounts for unassisted units in our county. You may make copies if you have multiple units you would like to share information about.**

Owner/Manager \_\_\_\_\_ Address: \_\_\_\_\_

Unit Address: \_\_\_\_\_ County: \_\_\_\_\_

Source: _____ Landlord___ Tenant___ Other___ Telephone No.: _____
---

Unit Type: House \_\_\_\_\_ Apartment \_\_\_\_\_ Manufactured Home \_\_\_\_\_

Number of Bedrooms: \_\_\_\_\_ Number of Baths: \_\_\_\_\_

Structure: Brick\_\_\_ Wood\_\_\_ Cinder Block\_\_\_ Stucco\_\_\_ Aluminum\_\_\_

Rent: 20\_\_\_ \$\_\_\_\_\_, 20\_\_\_ \$\_\_\_\_\_, 20\_\_\_ \$\_\_\_\_\_, 20\_\_\_ \$\_\_\_\_\_, 20\_\_\_ \$\_\_\_\_\_

Construction Date: (Approx.) \_\_\_\_\_ Substantial Rehab. \_\_\_\_\_

Lease: YES\_\_\_ NO\_\_\_ Water/Sewer Included: YES\_\_\_ NO\_\_\_ Utilities Included: YES\_\_\_ NO\_\_\_

Carpet YES\_\_\_NO\_\_\_ Hardwood Floors: YES\_\_\_NO\_\_\_

Stove YES\_\_\_NO\_\_\_ Refrigerator YES\_\_\_NO\_\_\_

Microwave YES\_\_\_NO\_\_\_ Dishwasher YES\_\_\_NO\_\_\_

Dryer YES\_\_\_NO\_\_\_ Washer YES\_\_\_NO\_\_\_

Central Air YES\_\_\_NO\_\_\_ Central Heat YES\_\_\_NO\_\_\_

Basement YES\_\_\_NO\_\_\_ Fireplace YES\_\_\_NO\_\_\_

Storage Area YES\_\_\_NO\_\_\_ Attic YES\_\_\_NO\_\_\_

Smoke detector YES\_\_\_NO\_\_\_ Handicapped Accessible YES\_\_\_NO\_\_\_

If manufactured home, is unit underpinned YES\_\_\_ NO\_\_\_

Location:  Inside Town Limits  In Country

Square Feet: Eff. (Under 600) \_\_\_, Small (600-900) \_\_\_, Medium (900-1300) \_\_\_, Large (1301 Plus) \_\_\_

Type of Heat: Electric\_\_\_ Heat Pump\_\_\_ Oil\_\_\_ Bottled Gas\_\_\_ City Gas\_\_\_ Wood\_\_\_

### Other Amenities

- |   |   |  |
|---|---|--|
| <input type="checkbox"/> High Quality Walls | <input type="checkbox"/> High Quality Floors  | <input type="checkbox"/> High Quality Cabinets         |
| <input type="checkbox"/> Modern Appliances  | <input type="checkbox"/> Double Kitchen Sink  | <input type="checkbox"/> Balcony, Patio, Deck or Porch |
| <input type="checkbox"/> Graded Driveway    | <input type="checkbox"/> Paved Driveway       | <input type="checkbox"/> Graveled Driveway             |
| <input type="checkbox"/> Large Yard         | <input type="checkbox"/> Screen Windows/Doors | <input type="checkbox"/> Storm Windows/Doors           |



## Electronic Funds Transfer (EFT) Authorization Form

CASWELL COUNTY LOCAL GOVERNMENT

Attn: Finance Director

PO Box 98

Yanceyville, NC 27379

Telephone: 336/694-4193

Fax: 336/694-1228

*I hereby authorize Caswell County Finance Office to directly deposit my pay in the bank account listed below. I have attached a voided check or deposit slip for the account specified below. This authorization is to remain in force until the company has received written authorization from me of its termination or change.*

*Also, I grant Caswell County the right to correct any Electronic Funds Transfer resulting from an erroneous overpayment by debiting my account to the extent of such overpayment.*

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

Address: \_\_\_\_\_

Business Name: \_\_\_\_\_

Business Address: \_\_\_\_\_

Telephone: (\_\_\_\_\_) \_\_\_\_\_

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

### Account Information:

**ATTACH A VOIDED CHECK OR DEPOSIT SLIP**

New EFT

Change EFT

Checking \_\_\_\_\_ Savings \_\_\_\_\_ **(Check only one)**

Financial Institution: \_\_\_\_\_

Street Address: \_\_\_\_\_

City, State and Zip Code: \_\_\_\_\_

Telephone: (\_\_\_\_\_) \_\_\_\_\_

Personal Account Number: \_\_\_\_\_

Bank/ABA Routing Number: \_\_\_\_\_

### COMPANY USE ONLY

Authorizing Signature: \_\_\_\_\_

Date: \_\_\_\_\_

