



Select Program:

My Home

Housing First

Dear Landlord and Tenant:

To initiate the Annual Renewal inspection and leasing process, you need to do a few things. First, make sure the requested rent plus any utility allowance is reasonable and below the maximum rent amount listed on the tenant's Certificate of Participation. Second, make sure the dwelling unit is in good condition and ready for inspection by the My Home Housing Program staff. Third, tenant and landlord must complete and sign the following forms:

1. Notice of Intent (due 90 days before lease expires)
2. Request for Lease Approval
3. W-9 (signed by landlord only)
4. Dwelling Unit Check List
5. Smoke Detector Notice
6. Lead-Based Paint Disclosure Notice

When the above forms are completely filled out and signed, return them to the My Home Housing Program Office as soon as possible. Failure to complete the enclosed forms properly could result in a delay in the inspection and payments. An inspection will only be scheduled after these forms are completed and returned to our office. Housing assistance payments will only begin after the unit passes inspection and/or repairs are completed, and a Lease and Contract are properly executed.

Sincerely,

MY HOME HOUSING PROGRAM

Enc. (6)



NOTICE OF INTENT

(Due in the My Home Housing Program Office **90 days** before lease expiration.)



If the lease is to be renewed, the Landlord and Tenant must sign the top portion of this form.

Both the Landlord and Tenant agree that the My Home lease will be renewed for another year. Both parties understand that the dwelling unit must be inspected and approved; and that the appropriate forms must be submitted to the My Home Housing Program Office in a timely manner if an interruption in payments is to be avoided.

The forms that must be completed and submitted to the My Home Housing Program Office **90 days** prior to lease expiration are:

- Notice of Intent
- Request for Lease Approval
- Dwelling Unit Check List
- Lead-Based Paint Disclosure Notice
- Smoke Detector Notice
- W-9

Landlord Signature

Date

Tenant Signature

Date



If the lease is not to be renewed, the Landlord and Tenant must sign the lower portion of this form.

Both the Landlord and Tenant agree that the My Home lease will not be renewed, and that this form is notice of termination of tenancy on the lease expiration date. Both Landlord and Tenant understand that no subsidy payments will be made beyond the lease expiration date.

The Tenant further understands that the property must be vacated by the lease expiration date; and that the property must be left in the same condition as it was at initial occupancy (less normal wear and tear).

THE LANDLORD UNDERSTANDS THAT MILWAUKEE COUNTY PAID THE SECURITY DEPOSIT ON BEHALF OF THE TENANT AND THAT THE LANDLORD MUST COMPLY WITH STATE LAW, THE LEASE, AND THE CONTRACT WITH RESPECT TO RETURN OF THE SECURITY DEPOSIT. *The security deposit should be sent to Milwaukee County, per provision 2.L of the Lease. Further, if the Landlord intends to submit a damage claim under the Housing Assistance Payments Contract, the Landlord must immediately contact the Housing Representative for a move out inspection. The move out inspection must occur prior to any repairs or occupancy by a new tenant.*

Landlord Signature

Date

Tenant Signature

Date



Request for Lease Approval My Home Housing Program

**U.S. Department of Housing
and Urban Development**
Office of Public and Indian Housing

OMB Approval No. 2577-0169
(exp. 07/31/2007)

Public reporting burden for this collection of information is estimated to average .08 hours per response, including the time for reviewing instructions, searching existing data sources, gathering and maintaining the data needed, and completing and reviewing the collection of information. This agency may not conduct or sponsor, and a person is not required to respond to, a collection of information unless that collection displays a valid OMB control number.

Eligible families submit this information to the Public Housing Authority (PHA) when applying for housing assistance under Section 8 of the U.S. Housing Act of 1937 (42 U.S.C. 1437f). The PHA uses the information to determine if the family is eligible, if the unit is eligible, and if the lease complies with program and statutory requirements. Responses are required to obtain a benefit from the Federal Government. The information requested does not lend itself to confidentiality.

Housing Office Use Only	
C.T. # _____	_____
Program _____	_____
HPA _____	_____

1. Name of Public Housing Agency (PHA) Milwaukee County My Home Housing Program 600 W. Walnut Street, Suite 100 Milwaukee, WI 53212		2. Address of Unit (street, apartment number, city, state & zip code)	
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3. Requested Beginning Date of Lease	4. No. of Bedrooms	5. Year Constructed	6. Proposed Rent	7. Security Deposit Amt	8. Late Payment Penalty, if none, state.
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9. Type of House/Apartment
 Condo Townhouse Single Family Apartment Duplex Triplex Multi

10. Utilities and Appliances.		SPECIFY FUEL TYPE											
ITEM	FURNISHED BY												
Heating	<input type="checkbox"/> Owner <input type="checkbox"/> Tenant	<input type="checkbox"/> Natural Gas	<input type="checkbox"/> Bottle Gas	<input type="checkbox"/> Electric	<input type="checkbox"/> Oil	<input type="checkbox"/> Coal	<input type="checkbox"/> Other _____						
Cooking	<input type="checkbox"/> Owner <input type="checkbox"/> Tenant	<input type="checkbox"/> Natural Gas	<input type="checkbox"/> Bottle Gas	<input type="checkbox"/> Electric	<input type="checkbox"/> Oil	<input type="checkbox"/> Coal	<input type="checkbox"/> Other _____						
Water Heating	<input type="checkbox"/> Owner <input type="checkbox"/> Tenant	<input type="checkbox"/> Natural Gas	<input type="checkbox"/> Bottle Gas	<input type="checkbox"/> Electric	<input type="checkbox"/> Oil	<input type="checkbox"/> Coal	<input type="checkbox"/> Other _____						
Other Electric	<input type="checkbox"/> Owner <input type="checkbox"/> Tenant												
Water	<input type="checkbox"/> Owner <input type="checkbox"/> Tenant												
Sewer	<input type="checkbox"/> Owner <input type="checkbox"/> Tenant												
Trash Collection	<input type="checkbox"/> Owner <input type="checkbox"/> Tenant												
Air Conditioning	<input type="checkbox"/> Owner <input type="checkbox"/> Tenant												
Refrigerator	<input type="checkbox"/> Owner <input type="checkbox"/> Tenant												
Stove	<input type="checkbox"/> Owner <input type="checkbox"/> Tenant												
Equipment (snow removal/grounds)	<input type="checkbox"/> Owner <input type="checkbox"/> Tenant							If owner provides, specify:					
Other Amenities	<input type="checkbox"/> Owner <input type="checkbox"/> Tenant							If owner provides, specify:					

Pets allowed No Yes

11. For repairs, contact Name: _____ Phone: _____

12. Rent payment Address: _____

13. Name and address of person authorized to accept service of legal process or notices on behalf of owner (can be owner). Must be in State of Wisconsin.

14. Owner's Certifications.

a. The Program regulation requires the Program to certify that the rent charged to the My Home Housing Program tenant is not more than the rent charged for other unassisted comparable units. Indicate whether rental amount includes utilities.

Address and unit number	Date Rented	Rental Amount
1.		
2.		
3.		

c. Check one of the following:

Lead-based paint disclosure requirements do not apply because this property was built on or after January 1, 1978.

The unit, common areas servicing the unit, and exterior painted surfaces associated with such unit or common areas have been found to be lead-based paint free by a lead-based paint inspector certified under the Federal certification program or under a federally accredited State certification program.

A completed statement is attached containing disclosure of known information on lead-based paint and/or lead-based paint hazards in the unit, common areas or exterior painted surfaces, including a statement that the tenant has been provided the lead hazard information pamphlet.

b. The owner (including a principal or other interested party) is not the parent, child, grandparent, grandchild, sister or brother of any member of the family, unless the Program has determined (and has notified the owner and the family of such determination) that approving leasing of the unit, notwithstanding such relationship, would provide reasonable accommodation for a family member who is a person with disabilities.

15. **The Program has not screened the family's behavior or suitability for tenancy. Such screening is the owner's own responsibility.**

16. The Program will arrange for inspection of the unit and will notify the owner and family as to whether or not the lease and unit will be approved. Housing assistance payments will not be made until the unit is approved and a County lease and contract are signed.

17. Print or type owner name to be used on contract and lease		18. Print or type name of family	
Print or type name of owner or other party authorized to sign the lease		Head of household	
Business address		Present Address of Family (street address, apartment no., city, state, & zip code)	
Telephone number		Telephone Number	
Signature	Date (mm/dd/yyyy)	Signature	Date (mm/dd/yyyy)

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*, later, for further information.

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.

In the cases below, the following person must give Form W-9 to the partnership for purposes of establishing its U.S. status and avoiding withholding on its allocable share of net income from the partnership conducting a trade or business in the United States.

- In the case of a disregarded entity with a U.S. owner, the U.S. owner of the disregarded entity and not the entity;
- In the case of a grantor trust with a U.S. grantor or other U.S. owner, generally, the U.S. grantor or other U.S. owner of the grantor trust and not the trust; and
- In the case of a U.S. trust (other than a grantor trust), the U.S. trust (other than a grantor trust) and not the beneficiaries of the trust.

Foreign person. If you are a foreign person or the U.S. branch of a foreign bank that has elected to be treated as a U.S. person, do not use Form W-9. Instead, use the appropriate Form W-8 or Form 8233 (see Pub. 515, *Withholding of Tax on Nonresident Aliens and Foreign Entities*).

Nonresident alien who becomes a resident alien. Generally, only a nonresident alien individual may use the terms of a tax treaty to reduce or eliminate U.S. tax on certain types of income. However, most tax treaties contain a provision known as a "saving clause." Exceptions specified in the saving clause may permit an exemption from tax to continue for certain types of income even after the payee has otherwise become a U.S. resident alien for tax purposes.

If you are a U.S. resident alien who is relying on an exception contained in the saving clause of a tax treaty to claim an exemption from U.S. tax on certain types of income, you must attach a statement to Form W-9 that specifies the following five items.

1. The treaty country. Generally, this must be the same treaty under which you claimed exemption from tax as a nonresident alien.
2. The treaty article addressing the income.
3. The article number (or location) in the tax treaty that contains the saving clause and its exceptions.
4. The type and amount of income that qualifies for the exemption from tax.
5. Sufficient facts to justify the exemption from tax under the terms of the treaty article.

Example. Article 20 of the U.S.-China income tax treaty allows an exemption from tax for scholarship income received by a Chinese student temporarily present in the United States. Under U.S. law, this student will become a resident alien for tax purposes if his or her stay in the United States exceeds 5 calendar years. However, paragraph 2 of the first Protocol to the U.S.-China treaty (dated April 30, 1984) allows the provisions of Article 20 to continue to apply even after the Chinese student becomes a resident alien of the United States. A Chinese student who qualifies for this exception (under paragraph 2 of the first protocol) and is relying on this exception to claim an exemption from tax on his or her scholarship or fellowship income would attach to Form W-9 a statement that includes the information described above to support that exemption.

If you are a nonresident alien or a foreign entity, give the requester the appropriate completed Form W-8 or Form 8233.

Backup Withholding

What is backup withholding? Persons making certain payments to you must under certain conditions withhold and pay to the IRS 24% of such payments. This is called "backup withholding." Payments that may be subject to backup withholding include interest, tax-exempt interest, dividends, broker and barter exchange transactions, rents, royalties, nonemployee pay, payments made in settlement of payment card and third party network transactions, and certain payments from fishing boat operators. Real estate transactions are not subject to backup withholding.

You will not be subject to backup withholding on payments you receive if you give the requester your correct TIN, make the proper certifications, and report all your taxable interest and dividends on your tax return.

Payments you receive will be subject to backup withholding if:

1. You do not furnish your TIN to the requester,
2. You do not certify your TIN when required (see the instructions for Part II for details),
3. The IRS tells the requester that you furnished an incorrect TIN,
4. The IRS tells you that you are subject to backup withholding because you did not report all your interest and dividends on your tax return (for reportable interest and dividends only), or
5. You do not certify to the requester that you are not subject to backup withholding under 4 above (for reportable interest and dividend accounts opened after 1983 only).

Certain payees and payments are exempt from backup withholding. See *Exempt payee code*, later, and the separate Instructions for the Requester of Form W-9 for more information.

Also see *Special rules for partnerships*, earlier.

What is FATCA Reporting?

The Foreign Account Tax Compliance Act (FATCA) requires a participating foreign financial institution to report all United States account holders that are specified United States persons. Certain payees are exempt from FATCA reporting. See *Exemption from FATCA reporting code*, later, and the Instructions for the Requester of Form W-9 for more information.

Updating Your Information

You must provide updated information to any person to whom you claimed to be an exempt payee if you are no longer an exempt payee and anticipate receiving reportable payments in the future from this person. For example, you may need to provide updated information if you are a C corporation that elects to be an S corporation, or if you no longer are tax exempt. In addition, you must furnish a new Form W-9 if the name or TIN changes for the account; for example, if the grantor of a grantor trust dies.

Penalties

Failure to furnish TIN. If you fail to furnish your correct TIN to a requester, you are subject to a penalty of \$50 for each such failure unless your failure is due to reasonable cause and not to willful neglect.

Civil penalty for false information with respect to withholding. If you make a false statement with no reasonable basis that results in no backup withholding, you are subject to a \$500 penalty.



DWELLING UNIT CHECK LIST

(To be completed and signed by Tenant and Owner/Agent)

Tenant Name _____ Unit Address _____

Tenant Address _____ Apartment Number _____

Exterior Items (check if present): Mail Box Lawn Tools Garbage Cans Address Plate Exit Light Fixtures

ACCEPTABLE · MISSING · REPAIR PLEASE MARK EACH ITEM ACCORDINGLY USING "A" OR "R" OR "M"	Living Room	Dining Room	Kitchen	Bathroom	2nd or 1/2 Bath	Bedroom 1	Bedroom 2	Bedroom 3	Bedroom 4	Basement	COMMENTS
ADEQUATE HEAT - GAS, OIL, ELECTRIC (circle one)											
WALLS											
CEILING											
FLOOR - CARPET, TILE, HARDWOOD (circle one)											
DOORS (including hardware and glass)											
WINDOWS (including storms, screens & locks)											
CURTAIN/DRAPERY RODS											
SHADES/BLINDS											
OUTLETS (2 per room; or overhead & 1 outlet)											
LIGHT FIXTURES											
LIGHT BULBS											
CLOSETS											
CABINETS											
COUNTER TOPS											
VENT FAN											
TOILET											
WASH BASIN/SINK											
SHOWER OR TUB											
TOWEL AND PAPER HOLDER											
PROPER STORAGE AREA											
FOOD PREPARATION AREA											
HOT AND COLD RUNNING WATER											
PROPERLY WORKING DRAIN SYSTEM											
SMOKE DETECTOR ON ALL LEVELS			<input type="checkbox"/> YES	<input type="checkbox"/> NO							
SAFE STAIRWAYS (handrails for 3 or more steps)			<input type="checkbox"/> YES	<input type="checkbox"/> NO							
INFESTATION (mice, rats, roaches; list)			<input type="checkbox"/> YES	<input type="checkbox"/> NO							
OTHER INTERIOR/EXTERIOR REPAIRS (use reverse, if necessary)			<input type="checkbox"/> YES	<input type="checkbox"/> NO							

Is stove furnished by the Owner? Yes No
Is refrigerator furnished by the Owner? Yes No

Do you have your own? Yes No
Do you have your own? Yes No

The unit located at the above address has been checked by both the Landlord/Manager and Tenant, and found in condition as noted.

Owner or Authorized Agent _____

Date _____

Tenant _____

Date _____





DISCLOSURE OF INFORMATION ON LEAD-BASED PAINT AND/OR LEAD-BASED PAINT HAZARDS NOTICE

Unit _____ Street _____ Apt. _____ City _____ Zip Code _____

Landlord _____ Agent _____

Tenant _____

LEAD WARNING STATEMENT

Housing built before 1978 may contain lead-based paint. Lead from paint, paint chips, and dust can pose health hazards if not managed properly. Lead exposure is especially harmful to young children and pregnant women. **Before renting pre-1978 housing**, Lessors (Landlords) must disclose the presence of lead-based paint and/or lead-based paint hazards in the dwelling. Lessees (Tenants) must also receive a federally approved pamphlet on lead poisoning prevention.

LANDLORD'S DISCLOSURES

1a. Landlord has knowledge of lead-based paint and/or that lead-based paint hazards are present in the housing (explain).

1b. Landlord has no knowledge of lead-based paint and/or lead-based paint hazards in the housing.

.....

2a. Landlord has provided the Tenant with all available records and reports pertaining to lead-based paint and/or lead-based paint hazards in the housing (list documents below).

2b. Landlord has no reports or records pertaining to lead-based paint and/or lead-based paint hazards in the housing.

TENANT'S ACKNOWLEDGEMENT

Tenant states that Tenant has received any records and reports listed under Landlord's Disclosure above. Tenant acknowledges that Tenant has received the pamphlet *Protect Your Family From Lead in your Home* .

AGENT'S ACKNOWLEDGEMENT

If Landlord is represented by an Agent, the Agent certifies that Agent has informed the Landlord of the Landlord's obligations under 42 U.S.C. 4852d and that the Agent is aware of Agent's duty to ensure compliance with the requirements of federal laws and regulations.

CERTIFICATION OF ACCURACY

The following parties have reviewed the information above and certify, to the best of their knowledge, that the information they have provided is true and accurate.

Landlord Signature _____ Date _____ Tenant Signature _____ Date _____





HD Housing
Division

A Division of the
Department of Health
& Human Services

SMOKE DETECTOR NOTICE

State law, city ordinances, and HUD Housing Quality Standards require the Owner/Manager provide a working smoke detector on each floor, including basement of unit, except attic and storage areas. They also require the Resident to maintain all smoke detectors in the unit, unless an authorized building inspector or the Resident of the dwelling gives written notice to Owner/Manager that the smoke detector is not functional. Owner/Manager shall, within five (5) days after receipt of that notice, provide any maintenance necessary to make that smoke detector functional.

The smoke detector(s) at _____
address

was(were) inspected on _____ and found to be in working

order: Yes No

Tenant Date

Owner/Manager Date

Housing Representative Date

