

Boley Centers, Inc.
445 31st Street North
St. Petersburg, FL 33713
Phone: (727)-821-4819 Fax: (727) 490-0541

Owner Information Form

Name: _____

Street Address: _____

City: _____ State: _____ Zip Code: _____

Email Address: _____

Phone: _____ Fax: _____

Social Security or Tax ID Number: _____

Property Address (es):

Will you appoint a local agent to manage your property? Yes or No

If yes, please fill out the attached Owner/Agent Form

The Housing Assistance Payment check should be made payable to the following, unless I advise the Housing Authority otherwise, in writing (must match W-9):

Payee Name: _____

Mailing Address: _____

I HEREBY CERTIFY THAT THE INFORMATION PROVIDED ABOVE IS TRUE AND ACCURATE.

Signature: _____ Date: _____

Co-Owner Signature: _____ Date: _____

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Owner/Agent Form

Owner Name: _____

Owner Phone Number: _____ Email: _____

I, _____ hereby authorize and designate
OWNER

NAME OF AUTHORIZED PERSON

SSN or Tax ID Number

To act as Agent and to sign all Leases and Contracts for tenants participating in the Housing Choice Voucher Program for the properties listed below:

The Housing Assistance Payment check should be made payable to the following, unless the Owner advises the Housing Authority otherwise, in writing:

Payee Name: _____

Mailing Address:

I understand that the Entity whose Social Security Number (or Tax ID Number) used will be sent a 1099 Form at the end of the year for tax purposes.

Owner Signature

Date

Manager Signature

Date

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Landlord Certification of Responsibility

TO: Owner/Agent

RE: Tenant Name _____ Client #: _____

Landlord must initial each item.

- ____ 1. I certify that I am the owner or the legally designated agent for the referenced unit, and that the tenant has no ownership interest in this dwelling unit.
- ____ 2. I understand that I must comply with equal opportunity requirements.
- ____ 3. I understand that I should carefully screen the family for suitability for tenancy, including the family's background with respect to such factors as rent and utility payment history, caring for unit and premises, respecting the rights of others to the peaceful enjoyment of their housing, and drug-related and criminal activity that is a threat to the life, safety, or property of others.
- ____ 4. I understand that I may collect a security deposit from the tenant that is not in excess of private market practice, or in excess of amounts that I charge to unassisted tenants.
- ____ 5. I understand my obligation to offer a lease to the tenant and that the lease may not differ in form or content from any other lease that I am currently using for any unassisted tenants. I understand that it is my responsibility to ensure that my lease complies with state and local law. Boley Centers Housing Program ("BCHP") will only review my lease to ensure that the United States Department of Housing and Urban Development ("HUD") required items are addressed.
- ____ 6. I understand that the family members listed on the Housing Assistance Payments Contract are the only individuals permitted to reside in the unit. I understand that BCHP and I must grant prior written approval for other persons to be added to the household (except for the birth, adoption, or court-awarded custody of a child). I understand that I am not permitted to live in the unit while I am receiving housing assistance payments.
- ____ 7. I agree to comply with all requirements contained in the lease, tenancy addendum, Housing Assistance Payments Contract, parts A, B, and C. I understand that it is imperative that I fully understand the terms and conditions of the lease, tenancy addendum, and the HAP Contract.
- ____ 8. I certify that I (including a principal or other interested party) am not the parent, child, grandparent, grandchild, sister, or brother of any member of the family. If I am related, I have received written notification from BCHP that it will approve rental of the unit, notwithstanding such relationship, to provide reasonable accommodation for a family member who is a person with disabilities.
- ____ 9. I understand that if I fail to execute the HAP contract and/or other required documents in the timeframe set by BCHP, the approval of the tenant's authorization to move-in may be voided. Should the transaction be voided by BCHP, I understand that I will not receive HAPs, or late payments.
- ____ 10. I acknowledge that HAPs are considered paid on the date the check is issued.

- ___ 11. I understand that BCHP has the right to recoup HAPs paid erroneously by withholding payment owed to me, including HAPs for other tenants or through other assisted housing programs administered by BCHP. Should there be no other valid Section 8 contracts, I must repay BCHP upon receipt of an overpayment notice.
- ___ 12. I understand that I must submit to the tenant for their consideration and to BCHP for their review any new lease or lease revision a minimum of sixty (60) days in advance of the effective date of the lease/revision.
- ___ 13. I understand that I must provide BCHP with a written request for any rent increase a minimum of sixty (60) days in advance of the increase and in accordance with the provisions of the lease and HAP Contract.
- ___ 14. I understand that the tenant's portion of the contract rent is determined by BCHP and that it is illegal to charge any additional amounts for rent or any other item not specified in the lease which has not been specifically approved by BCHP.
- ___ 15. I understand that BCHP may deny or terminate participation, if I have a history of being abusive towards BCHP staff or program participants.
- ___ 16. I understand that I may not assign the HAP Contract to a new owner without the prior written consent of BCHP and that I must complete and sign the BCHP Change of Ownership Form within ten (10) days of the contemplated transfer/assignment in order to have the Housing Assistance Payments (HAP) transferred to the new owner, agent, or entity. I further understand that my failure to timely notify BCHP and/or any unauthorized transfer/assignment constitutes a breach of the HAP subject to immediate termination, recovery of any outstanding overpayments or any other relief that may be sought against the Owner by BCHP and/or HUD.
- ___ 17. I understand that I must advise BCHP and the tenant, in writing, within fifteen (15) days of being notified of pending foreclosure of this property.
- ___ 18. I understand my obligations in compliance with the Housing Assistance Payments Contract to perform necessary maintenance so the unit continues to comply with Housing Quality Standards.
- ___ 19. I understand that should the assisted unit become vacant, I am responsible for notifying BCHP immediately in writing. I also understand that the HAP Contract and payment will terminate immediately.
- ___ 20. I understand that I should attempt to resolve disputes between the tenant and me and contact BCHP, in writing, only in serious disputes that we are unable to resolve.
- ___ 21. I understand that I must provide the tenant and BCHP with a written notice specifying the grounds for termination of tenancy, at or before the commencement of the eviction action and a copy of the eviction notice and to comply with all State and local eviction procedures.
- ___ 22. I acknowledge that I have been briefed on the Housing Choice Voucher Program. I understand that my failure to fulfill the above may result in the withholding, abatement, or termination of housing assistance payments for the contract unit or another unit; and/or being barred from participating in BCHP's housing programs.
- ___ 23. I understand that I must notify BCHP immediately in writing of a change in my mailing address. Failure to do so may interrupt correspondence such as deficiency repair letters and may delay mail delivery or electronic transfer of rental assistance payments.
- ___ 24. I acknowledge that I ___ have ___ have not as of the date of this certification been convicted of a felony during the past ten (10) years or that an officer, director, or executive of the entity entering into a

contract or receiving funding from the County ____ has ____ has not as of the date of this affidavit been convicted of a felony during the past (10) years. I further acknowledge that if I am an officer, director, or executive of the entity is subsequently convicted of a felony whether connected to a federal housing assistance program, BCHP may terminate the HAP.

____25. I understand that if one or any of the previous certifications is found to be false, BCHP will pursue repayment of any funds made for each month the authorized payment was made by taking all necessary and legal steps to collect these funds, including but not limited to filing a legal action against the owner. BCHP 's failure to initiate steps to recover the funds within thirty (30) day from the date one or both of the previous certifications is found to be false, does not waive any of BCHP or HUD's rights under the HAP.

____26. I understand that knowingly supplying false, incomplete, or inaccurate information is punishable under Federal or State Criminal Law.

Owner/Agent Name

Signature

Date

WARNING: Title 18, US Code Section 1001, states that a person who knowingly and willingly makes false or fraudulent statements to any Department or Agency of the United States is guilty of a felony. State law may also provide penalties for false or fraudulent statements.