

OWNER IDENTIFICATION FORM – FOR TAX FORM 1099

An **OWNER** is typically defined as the person or entity who **LEGALLY** owns the rental property and who will be receiving the **TAX FORM 1099** at the end of the calendar year. If the actual legal owner designates a Rental Agency (Landlord) to act as both Owner & Landlord, then the LMHA will list the Landlord as both Owner & Landlord and the Landlord will receive the Tax Form 1099. In this instance, the Landlord will be responsible to "1099" the actual Owner. Information on this form must be supplied in full or the form will be returned for completion, which may delay the Housing Assistance Payment (HAP) process. The Landlord typically receives all HAP disbursements; however, if the Owner should choose to receive this instead, it is up to the **OWNER** to communicate with the Landlord regarding payments being received and/or their amounts. The LMHA does not give the Owner or Landlord a monthly printout showing the HAP disbursement history.

NAME: _____

(This must be the name of the person, company, etc. who will be responsible for reporting the rental income to the IRS. A 1099 will be issued to this entity at the end of each year. If the legal owner designates an agency/individual to act as owner on their behalf, that entity will receive the 1099 and they will be required to 1099 the actual owner).

ADDRESS: _____

(This must match EXACTLY to how this entity files their taxes).

Date Of Birth: (if an individual): _____

Phone Number: _____ **Email Address:** _____

Fax Number: _____

If you stated an agency name above and you stated that your agency is an "LLC," please circle which of the following options below best describes your agency:

Limited Liability COMPANY or Limited Liability CORPORATION

If you file your taxes using a PO Box, please provide a RESIDENTIAL address: _____

SOCIAL SECURITY # or FEDERAL TAX ID # assigned to this OWNER: _____

(You must list the actual assigned number. Stating "information is already on file" is unacceptable.)

If this owner is an individual person, the following information is requested and will be used for statistical purposes only. Check all that apply:

MALE:

FEMALE:

RACE: Black Asian White American Indian Other

ETHNICITY: Hispanic Non-Hispanic

NAME(s) of ANY of ALL other persons listed on the DEED or MORTGAGE of the rental unit: _____

ALL ELECTED OFFICIALS MUST DISCLOSE THEIR ELECTED POSITION IN ORDER FOR THE LMHA TO DETERMINE ANY POSSIBLE CONFLICT OF INTEREST. Is the OWNER of the rental property an ELECTED official? If YES, please disclose the ELECTED position you hold: _____

OWNER'S SIGNATURE

DATE

IMPORTANT: IF THE LANDLORD AND THE OWNER ARE NOT THE SAME, OR IF THE ACTUAL LEGAL OWNER HAS DESIGNATED AN INDIVIDUAL OR AGENCY TO ACT ON THEIR BEHALF, A PROPERTY MANAGEMENT AGREEMENT MUST BE RETURNED ALONG WITH THIS FORM -- !!!

LANDLORD IDENTIFICATION FORM – FOR ALL MAILED CORRESPONDENCES, LETTERS, INSPECTION NOTICES AND TYPICALLY HAP DISBURSEMENTS

A **LANDLORD** is defined as the person or entity who may or may not legally own the rental property. The **LANDLORD** could be a Rental Agency that an Owner has hired to manage his/her property, or the Landlord may be the Owner himself, should he decide to manage his own units. The **LANDLORD** will receive all mailed correspondences, letters, Inspection notices and typically the HAP disbursements. Simply stated, the **LANDLORD** receives everything, except the Tax Form 1099 (unless the Owner has authorized full control to the Landlord as stated on the reverse side of this form). In rare instances, an Owner will choose to receive the monthly HAP himself. If the Owner should choose to receive the HAP disbursements, it is up to the **LANDLORD** to communicate with the Owner regarding payments being received and/or their amounts. The LMHA does not give the Landlord or Owner a monthly printout showing the HAP disbursement history. Information on this form must be supplied in full or the form will be returned for completion, which may delay the Housing Assistance Payment (HAP) process.

IMPORTANT: IF THE LANDLORD INFORMATION AND THE OWNER INFORMATION IS EXACTLY THE SAME, YOU MAY CHECK HERE THEN SIGN AND DATE AT THE BOTTOM OF THE PAGE. YOU DO NOT NEED TO FILL OUT ANY OTHER INFORMATION.

NAME: _____

ADDRESS: _____
(This must be where you would like all mailed correspondences to be sent).

Date Of Birth: (if an individual): _____
Phone Number: _____ **Email Address:** _____
Fax Number: _____

If you indicated a PO Box above, please provide a RESIDENTIAL address: _____

SOCIAL SECURITY # or FEDERAL TAX ID # assigned to this LANDLORD _____
(You must list the actual assigned number. Stating "information already on file" is unacceptable.)

If this landlord is an individual person, the following information is requested and will be used for statistical purposes only. Check all that apply:

MALE: _____ FEMALE: _____
RACE: _____ Black _____ Asian _____ White _____ American Indian _____ Other
ETHNICITY: _____ Hispanic _____ Non-Hispanic

ALL ELECTED OFFICIALS MUST DISCLOSE THEIR ELECTED POSITION IN ORDER FOR THE LMHA TO DETERMINE ANY POSSIBLE CONFLICT OF INTEREST. Is the LANDLORD of the rental property an ELECTED official? _____ If YES, please disclose the ELECTED position you hold: _____

LANDLORD'S SIGNATURE DATE

IMPORTANT: IF THE LANDLORD AND THE OWNER ARE NOT THE SAME, OR IF THE ACTUAL LEGAL OWNER HAS DESIGNATED AN INDIVIDUAL OR AGENCY TO ACT ON THEIR BEHALF, A PROPERTY MANAGEMENT AGREEMENT MUST BE RETURNED ALONG WITH THIS FORM -- !!!!