<<LetterDate>>

<<LLAddressLine>>

Dear <<LLName>>

The Housing Authority will begin your rental assistance payments for the referenced tenant when you have provided us with all of the following:

• Provide, signed copy of the Housing Assistance Payment (HAP) Contract (enclosed).

- Review HAP Contract, to ensure that all information provided, including lease dates and rent amount match your rental agreement.

- Sign and date Page 3 of the HAP Contract, as well as printing or typing your name and title.

• Provide copy of W-9 Form (for new landlords).

- Complete Page 1 of W-9 Form, as per instructions on pages 2-3 of this form.

- Sign and date Page 1 of W-9 Form, certifying the accuracy of information provided.

• Provide, signed copy of the landlord's lease with the proposed tenant (not provided by the Housing Authority).

- The lease between the tenant and the landlord must reference HUD Tenancy Addendum - required wording: "HUD Tenancy Addendum is incorporated in this lease".

If there has been a change in the lease terms since you signed the Request for Tenancy Approval Form, please call the Property Management Department immediately at (831) 454-5977 and a new Housing Assistance Payment Contract and HAP Contract Summary will be prepared for you reflecting any new information.

**Please note:** If the Housing Authority does not receive complete and accurate copies of all requested information by July 01, 2019, the Housing Assistance Payment (HAP) Contract enclosed in this letter may be canceled. In this event, the Housing Authority will not be responsible for any loss of rent. The Housing Authority will not begin issuing payments on the tenant's behalf; and the tenant will be responsible for providing the entire rent amount.

The Housing Authority will return a fully executed copy of the Housing Assistance Payments (HAP) Contract and Tenancy Addendum when all documents are complete and have been submitted to the Housing Authority.

Thank you in advance for your cooperation.

Sincerely,

Property Management Department

*If you have a disability which precludes you from complying with this letter, please call (831) 454-5955, Monday through Thursday between 8:00 AM - 4:30 PM. The office is closed on Fridays.*

**HAP CONTRACT SUMMARY**

<<LLAddressLine>>

This document is provided as an overview of the information related to your new lease with your landlord. Please note that your lease also incorporates the HUD Tenancy Addendum, which has been attached for your records.

<<LLName>>, Owner, and

<<TenName>>, Tenant, for the dwelling unit at:

<<UnitAddress>>

DATE: <<LetterDate>>

A. OWNER NAME: <<LLName>>

B. HOUSEHOLD:

<<HouseHoldList>>

C. UNIT ADDRESS:

<<UnitAddress>>

D. TENANT MAILING ADDRESS:

<<TenMailingAddress>>

If you would like your mail sent to a different location, please notify the Housing Authority in writing.

E. LEASE TERMS:

The initial lease term begins on: <<LeaseStart>>

The initial lease term ends on: <<LeaseEnd>>

Terms are: <<LeaseTerms>>

F. CONTRACT RENT:

Housing Authority Portion: <<HAPPayment>>

Tenant Portion: <<TenRent>>

Monthly Contract Rent: <<TotalRent>>