



HOUSING ASSISTANCE OFFICE

Wayne Pollard
Director of Housing

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Date _____

NOTICE OF REQUIRED OWNER DOCUMENTS FOR PARTICIPATION IN
TARRANT COUNTY HOUSING CHOICE VOUCHER PROGRAM

Please respond to the statements below and provide copies of the required documents listed within
three (3) business days of prescreening your future tenant.

Table with 3 columns: Statement/Documentation, Yes, No. Rows include questions about being a NEW landlord/owner, W-9 forms, Warranty Deed, Affidavit of Ownership, and ID for Owner and/or Agent.

Additional Requirements and information:

**Out-of-State owners are required to have a local agent to act on their behalf.

**Owners and/or Agents are required to attend one Landlord Briefing within 60 days of housing
a tenant.

**After HAP contract has been completed it may take up to 60 days to receive your first
payment. TCHAO issues paper checks only and does not offer direct deposit at this time.

Signing of this document certifies that I understand and will comply with all of the above requirements.

Signature of (Owner) (Agent): _____

Email _____ Phone # _____

Print Name of Person signing above: _____

Print Name of Tenant: _____

Property Address: _____ City _____ Zip _____

