



MS-9870
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 P.O. Box 1466
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 Office (480) 644-3536
 Fax (480) 644-2923
 Office Hours: Monday-Thursday 7:00 a.m.-6:00 p.m., closed Friday

Section 8 Property Form

(Please use the fillable feature or print)

New owner / management co. Existing owner / management co. address change

Date: _____ Owner Name: _____

Property Address: _____, _____, AZ Zip _____

Previous Owner / Management co. (if applicable): _____

Tenant (Provide a list if necessary): _____

Management Company Name: _____

*The Management Company is RESPONSIBLE for providing ALL necessary information to make any changes.

The 1099 Recipient will be sent to the Owner *Management Company
(Provide W-9. W-9 is required under all circumstances. For address change no other documentation is needed)

Email Address: _____

Phone #: _____ Fax #: _____ Alternate Phone #: _____

Mailing Address (same as W-9): _____

City: _____ State: _____ Zip: _____

You must include the following documents with this form (check list):

- W-9 Voided Check Direct Deposit Authorization Form
- Proof of Ownership Proof of Class 4 Residential Rental Management Agreement (if needed)

OFFICE USE ONLY

Comment:	
Entered by:	Date:
Elite ID (<input type="checkbox"/> New):	
Advantage Doc:	VCUST#:
Review and submit by:	Date:

For accommodations, such as braille, large print, or translation, please contact City of Mesa Housing and Community Development at (480) 644-3536, or AzRelay 7-1-1 for those who are deaf or hard of hearing.
 Si necesita información en español por favor de llamar al 480-644-3536.



Section 8 Property Form Instructions

This form is also for the Partner Portal <https://mesa.partnerinhousing.com>. You will receive notification from the City of Mesa Housing Authority to create a profile.

Please allow at least 6 business days to process your request.

Note to Management Companies: It is your responsibility to provide ALL necessary information for the changes being made.

Discrepancies on documents and/or missing information will take longer to process and will require communication to receive clarification. You will be contacted via the information provided.

W-9:

- Income exceeding \$600 is provided to the IRS using the tax ID number indicated on the W-9
- The City of Mesa will only accept the most recent W-9 version. Please download it at <http://www.irs.gov/pub/irs-pdf/fw9.pdf>. Earlier versions will not be accepted.
- The W-9 will not be accepted if it is unreadable.
- Name is required on Box 1. If “Limited Liability Company” is checked, tax classification (C/S/P) must be entered.

Direct Deposit Form:

- New form only. The HAP payment can be sent to the owner, the management company or any party preferred. However, an explanation must be provided if “Name of Payee” is different than the owner and the management company.

Owner / Management Company Address Change:

- If the Owner/Management Company received the 1099 last year, a W-9 with the new address is needed.

Management Agreement:

- The names must match those on the other documents.

Proof of Class 4 Residential Rental:

- Please go to County Assessor’s website. Search your property, click Details and print.
- If your property is not listed as a “residential rental”, you may download the Residential Rental Property Registration form by clicking the hyperlink on the Section 8 Property Form or at <http://mccassessor.maricopa.gov/static/docs/Residential-Rental-Property-Registration.pdf>.

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