

IMPORTANT INFORMATION FOR LANDLORD ABOUT DIRECT RENT PAYMENTS

Dear Landlord:

You have been identified as a potential landlord in our General Relief Housing Subsidy and Case Management Project (GRHSCMP). The GRHSCMP provides rent subsidies up to \$475 a month paid directly to you on behalf of the participant. Additionally, participants pay \$100 for their share of the rent which is also paid directly to you.

Please take the time to go over the requirements of the project; this will be very helpful when you are enrolled in the GRHSCMP. Here is a brief explanation of the documents that you need to complete.

1. PA 4144, Direct Rent – Landlord Agreement Verification Request

Section I is completed by the GRHSCMP participant to authorize Los Angeles (LA) County, to deduct \$100 from the participant's monthly grant, the amount of the participant's shelter allowance for Direct Rent payment to the landlord.

Section II is completed by the landlord, or the legal authorized representative (property manager). If you opted to participate in Direct Rent payments you need to complete all the information that we are requesting. Please review the **certification** before you sign the PA 4144, Direct Rent-Landlord Agreement Verification Request form. Please print legibly to facilitate processing of your request.

2. PA 6117 GRHSCMP Tenant and Landlord Certification

Section I is completed by the GRHSCMP participant to certify the following:

- a. Property has been inspected by the participant and the proposed dwelling is habitable.

Section II is completed by the Landlord to certify the following:

- a. Property is fit for human habitation.

3. W-9, Request for Taxpayer Identification Number and Certification

Since you will be earning income from the GRHSCMP, LA County is required to report these subsidy payments to the Department of the Treasury, Internal Revenue Service (IRS). You must print or type your identification number and certification on the W-9, Request for Taxpayer Identification Number and Certification form. Please ensure that the Social Security Number (SSN) or the Employer Identification Number (EIN) is the **same** SSN or EIN that you reported on the PA 4144. Please review the **certification** before you sign the W-9.

If you have questions about the completion of the forms, please contact the General Relief (GR) Housing Case Manager (GR HCM) at the telephone number provided on the PA 4144. You have ten (10) calendar days to return the completed PA 4144, W-9 and PA 6117 forms to the Department of Public Social Services (DPSS) to the GR HCM or via fax to the district office, to the attention of the GR HCM. The district office and designated fax number is shown on the PA 4144.

The GR participant/tenant and landlord/vendor will receive a notice of approval if accepted to participate in the GRHSCMP. The vendor payments **will be mailed to the address you provided on the W-9**, on the 1st of each month that you provide housing to the GR participant. Likewise, the GR participant will be notified of the vendor payments every month. **No rent subsidies will be paid until the GR Housing Subsidy request is approved by DPSS.** Likewise, no rent subsidies will be paid if the housing subsidy is terminated; it is the participant's/tenant's responsibility to notify the landlord of the termination of the housing subsidy.

Under no circumstances is the landlord entitled to a payment for a month the participant was not residing at the landlord's property. If a landlord does receive a Direct Rent payment for a month that the participant did not reside at the property, the landlord shall remit to DPSS an amount that represents the

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overpaid rent. Landlords are instructed to send the LA County issued check back to the County. If the landlord has cashed the check and is going to repay via cash or check to LA County, he/she may go into the District Office and request a Payment Coupon from the assigned GR HCM, or return the payment with a check to DPSS via mail. To return such amounts via mail, the landlord must indicate the Project participant's identifying information (**case name and case number**) and attach it to the payment and forward to:

**Fiscal Operations Division
Accounts Receivable Section
Vendor Payments Unit
P.O. Box 2275
Bassett, CA 91746**

The one hundred (100) dollars of Direct Rent; the portion paid by the participant is to be refunded to the participant when an overpayment in rent occurs. The landlord should reimburse these monies to the participant directly and keep record of the refund. The remainder of any funds not refunded to participant should be sent to LA County at the above address.

A landlord **may be prosecuted if he/she knowingly assists a participant to commit fraud**. Any landlord found guilty of committing fraud will no longer be entitled to receive Direct Rent payments.

Please ensure to sign the acknowledgement of this notice in the PA 4144 Direct Rent – Landlord Agreement Verification Request form.

Thank you for your participation.