



200 North 11th Street, Springfield, IL 62703
Phone 217.753.5757 | TTY 217.753.5757 | Fax 217.753.5799
www.springfieldhousingauthority.org

Changing lives one key at a time

Please complete the enclosed forms and **RETURN** with:

- A copy of your Photo ID or Drivers License
- A copy of your Social Security Card or Tax ID #
- Proof of Ownership of ALL rental property (i.e. deed, tax bill, payment coupon)
- Completed Contact Information Form
- Completed W-9 Form
- Completed Lead Based Paint Disclosure Form for each unit
- Completed Carbon Monoxide Detector Form
- Direct Deposit Form

**NO PAYMENTS WILL BE MADE UNTIL
THESE FORMS ARE ALL RETURNED**

Thank You,

Springfield Housing Authority

Rebecca Logerquist
Section 8 Manager

Please plan to attend the next landlord briefing session.

Landlord Briefings are held on the **FIRST MONDAY** of each month at 9:00 a.m.
Springfield Housing Authority Administration Office
200 N. 11th Street
Springfield, IL 62703

Call (217) 753-5757 ext. 219 to confirm.



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PRIVATE LANDLORD PROGRAM LANDLORD INFORMATION SHEET

In an effort to serve our landlord requests efficiently and effectively, the following information is needed:

Landlord Name: _____

Permanent Address: _____

City: _____ State: _____ Zip: _____

Mailing Address: _____

City: _____ State: _____ Zip: _____

Home Phone #: _____

Work Phone #: _____

Cell Phone #: _____

Property Manager: _____

Telephone #: _____

Additional contact person(s) in case of emergency:

Name: _____

Address: _____

Phone #: _____



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WATCH OUT FOR LEAD-BASED POISON *ACKNOWLEDGEMENT & NOTIFICATION*

I have received notification from the Springfield Housing Authority that the Department of Housing and Urban Development issued HUD Notice PIH 98-54 (HA) Lead-based Paint (LBP) Disclosure requirements for Public and Indian Housing and Section 8 Rental Programs. This notice applies to any Section 8 housing unit which I have or may have under assisted contract with the Springfield Housing Authority.

This notice states that “24CFR 35.92 requires ... owners participating in Section 8 rental programs to provide notification and disclosure information to new tenants or purchasers of pre-1978 units before they become obligated under the lease or sales contract or upon renewal or recertification of an existing lease. A copy of the disclosure form signed by the owner and the tenant or buyer must be attached to the lease and/or sales contract and retained for no less than three (3) years by the owner and the housing authority from the commencement of the lease and/or completion date of the sales contract. Housing Authorities shall not execute or approve a lease or sales contract for a pre-1978 unit unless it contains the disclosure information on lead-based paint and/or lead-based paid hazards.

I acknowledge notification of the HUD requirement and affirm that I will cooperate with the Springfield Housing Authority in complying with this HUD notice as a Section 8 Landlord participant.

Signature of Owner/Representative

Date

Print Name of Owner/Representative

Disclosure of Information on Lead-Based Paint and/or Lead-Based Paint Hazards

Lead Warning Statement

Housing built before 1978 may contain lead-based paint. Lead from paint, paint chips, and dust can pose health hazards if not managed properly. Lead exposure is especially harmful to young children and pregnant women. Before renting pre-1978 housing, lessors must disclose the presence of known lead-based paint and/or lead-based paint hazards in the dwelling. Lessees must also receive a federally approved pamphlet on lead poisoning prevention.

Lessor's Disclosure

(a) Presence of lead-based paint and/or lead-based paint hazards (check (i) or (ii) below):

(i) _____ Known lead-based paint and/or lead-based paint hazards are present in the housing (explain).

(ii) _____ Lessor has no knowledge of lead-based paint and/or lead-based paint hazards in the housing.

(b) Records and reports available to the lessor (check (i) or (ii) below):

(i) _____ Lessor has provided the lessee with all available records and reports pertaining to lead-based paint and/or lead-based paint hazards in the housing (list documents below).

(ii) _____ Lessor has no reports or records pertaining to lead-based paint and/or lead-based paint hazards in the housing.

Lessee's Acknowledgment (initial)

(c) _____ Lessee has received copies of all information listed above.

(d) _____ Lessee has received the pamphlet *Protect Your Family from Lead in Your Home*.

Agent's Acknowledgment (initial)

(e) _____ Agent has informed the lessor of the lessor's obligations under 42 U.S.C. 4852(d) and is aware of his/her responsibility to ensure compliance.

Certification of Accuracy

The following parties have reviewed the information above and certify, to the best of their knowledge, that the information they have provided is true and accurate.

_____ Lessor	_____ Date	_____ Lessor	_____ Date
_____ Lessee	_____ Date	_____ Lessee	_____ Date
_____ Agent	_____ Date	_____ Agent	_____ Date



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CARBON MONOXIDE ALARM AGREEMENT

Tenant Name: _____

Unit Address: _____

State law requires property owners to install one approved operating carbon monoxide alarm within 15 feet of every sleeping room in a dwelling only if the building uses fossil fuel combustion for any purpose.

It is the responsibility of the property owner to supply and install the required alarm(s), and provide written instructions (carbon monoxide alarms only) regarding testing, operation, and maintenance to the tenant.

It is the responsibility of the tenant to regularly test the alarm(s), provide general maintenance for the alarm(s), including replacement of batteries as necessary, and to notify the owner in writing of any deficiencies that the tenant cannot correct.

Tampering with, removing, destroying, disconnecting or removing the batteries from any installed alarm(s) is a Class 4 misdemeanor for a first conviction and a Class 4 Felony for any subsequent convictions.

Tenant shall read and initial each item:

- _____ 1. _____ (number) Carbon Monoxide alarm(s) are installed and working.
- _____ 2. I have received written instructions for the carbon monoxide alarm(s).
- _____ 3. I understand testing, operation and maintenance of these devices.
- _____ 4. I will notify the owner in writing of any operating deficiencies of these devices.

I HAVE READ, UNDERSTAND, ACKNOWLEDGE AND AGREE TO THE ABOVE.

Tenant Signature

Owner/Representative

Print Name & Date

Print Name & Date



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SECTION 8 DIRECT DEPOSIT AGREEMENT FORM

AUTHORIZATION AGREEMENT

Landlord Name

Soc. Sec. or Tax I.D. #

Landlord Phone

Tenant Name (only need one current tenant's name)

E-mail address

I hereby authorize SPRINGFIELD HOUSING AUTHORITY to initiate automatic deposits to my account at the financial institution named below. I also authorize SPRINGFIELD HOUSING AUTHORITY to make withdrawals from this account in the event that a credit entry is made in error.

Further, I agree not to hold SPRINGFIELD HOUSING AUTHORITY responsible for any delay or loss of funds due to incorrect or incomplete information supplied by me or by my financial institution or due to an error on the part of my financial institution in depositing funds to my account.

This agreement will remain in effect until SPRINGFIELD HOUSING AUTHORITY receives a written notice of cancellation from me or my financial institution, or until I submit a new direct deposit form to the Section 8 Department.

ACCOUNT INFORMATION

Name of Financial Institution: _____

Routing Number: _____

Account Number: _____

Checking Savings

SIGNATURE

Authorized Signature (Primary): _____ Date: _____

Authorized Signature (Joint): _____ Date: _____

A VOIDED CHECK MUST BE ATTACHED TO THIS FORM
RETURN TO THE SECTION 8 DEPARTMENT