

LANDLORD PACKET

Thank you for participating in the Housing Choice Voucher Program!

If you have questions please do not hesitate to contact us at (207)624-5789 or 1-866-357-4853

*FAX documents to 207-624-5713.

- It is very important that you and the tenant take your time with this packet and be sure to complete each form.
- You will note that some forms are signed by the landlord only, and some must be signed by both the tenant and landlord.

When we receive this packet it must contain the following completed forms:

1. **Request for Tenancy Approval** - It is crucial that you fill out ALL sections of this form. This is a 2 page form and must be completed, signed and dated by both parties.
2. **Relative Policy**
3. **Lead Paint Hazards** – This is a Federal law.. PLEASE take your time and be sure to complete all applicable check-off boxes and signatures. **NOTE:** This disclosure is required for properties built before 1978.
4. **IRS Form W-9** – The name and Taxpayer Identification Number given on this form is who the check must be made payable to, and who the Form 1099 will be sent to.
5. **Owners Information**
6. You must also provide a **SAMPLE** copy of the lease you intend to use. This is for our review only, and must NOT be signed and executed. Please see Notice to Landlords which outlines what HUD requires the lease to contain. After the unit passes inspection and we determine the actual move-in date you will be asked to execute a lease. Program regulations require a 12 month lease.

Other documents included in this packet:

- **Notice to Landlords** – Provides important information concerning the inspection and payment process.
- **HCV Move-In Inspection Checklist** – Provides important information concerning the inspection requirements
- **ACH Transfer/Deposit form** – Please note if you are already enrolled and receiving your payments via direct deposit and you do not wish to make a change, **you do not need to complete/return this form.**
- **Partner Portal** – Provides instructions for online access to individual unit and payment information for all of the HCV participants you house with Maine State Housing Authority's assistance

Request for Tenancy Approval Housing Choice Voucher Program

U.S. Department of Housing
and Urban Development
Office of Public and Indian Housing

OMB Approval No. 2577-0169
(exp. 09/30/2017)

Public reporting burden for this collection of information is estimated to average .08 hours per response, including the time for reviewing instructions, searching existing data sources, gathering and maintaining the data needed, and completing and reviewing the collection of information. This agency may not conduct or sponsor, and a person is not required to respond to, a collection of information unless that collection displays a valid OMB control number. The Department of Housing and Urban Development (HUD) is authorized to collect information required on this form by Section 8 of the U.S. Housing Act of 1937 (42 U.S.C. 1437f). Collection of the data on the family's selected unit is mandatory. The information is used to determine if the unit is eligible for rental assistance. HUD may disclose this information to Federal, State, and local agencies when relevant civil, criminal, or regulatory investigations and prosecutions. It will not be otherwise disclosed or released outside of HUD, except as permitted or required by law. Failure to provide any of the information may result in delay or rejection of family voucher assistance.

1. Name of Public Housing Agency (PHA) MaineHousing 353 Water St Augusta, ME 04330	2. Address of Unit (street address, apartment number, city, State & zip code)
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3. Requested Beginning Date of Lease	4. Number of Bedrooms	5. Year Constructed	6. Proposed Rent	7. Security Deposit Amt.	8. Date Unit Available for Inspection
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9. Type of House/Apartment

Single Family Detached
 Semi-Detached / Row House
 Manufactured Home
 Garden / Walkup
 Elevator / High-Rise

10. If this unit is subsidized, indicate type of subsidy

Section 202
 Section 221(d)(3)(BMIR)
 Section 236 (Insured or noninsured)
 Section 515 Rural Development

Home
 Tax Credit

Other (Describe Other Subsidy, Including Any State or Local Subsidy) _____

11. Utilities and Appliances

The owner shall provide or pay for the utilities and appliances indicated below by an "O". The tenant shall provide or pay for the utilities and appliances indicated below by a "T". Unless otherwise specified below, the owner shall pay for all utilities and appliances provided by the owner.

Item	Specify fuel type	Provided by	Paid by
Heating	<input type="checkbox"/> Natural gas <input type="checkbox"/> Bottle gas <input type="checkbox"/> Oil <input type="checkbox"/> Electric <input type="checkbox"/> Coal or Other		
Cooking	<input type="checkbox"/> Natural gas <input type="checkbox"/> Bottle gas <input type="checkbox"/> Oil <input type="checkbox"/> Electric <input type="checkbox"/> Coal or Other		
Water Heating	<input type="checkbox"/> Natural gas <input type="checkbox"/> Bottle gas <input type="checkbox"/> Oil <input type="checkbox"/> Electric <input type="checkbox"/> Coal or Other		
Other Electric	[Shaded area]		
Water			
Sewer			
Trash Collection			
Air Conditioning			
Refrigerator			
Range/Microwave			
Other (specify)			

12. Owner's Certifications.

a. The program regulation requires the PHA to certify that the rent charged to the housing choice voucher tenant is not more than the rent charged for other unassisted comparable units. **Owners of projects with more than 4 units must complete the following section for most recently leased comparable unassisted units within the premises.**

Address and unit number	Date Rented	Rental Amount
1.		
2.		
3.		

b. The owner (including a principal or other interested party) is not the parent, child, grandparent, grandchild, sister or brother of any member of the family, unless the PHA has determined (and has notified the owner and the family of such determination) that approving leasing of the unit, notwithstanding such relationship, would provide reasonable accommodation for a family member who is a person with disabilities.

c. Check one of the following:

Lead-based paint disclosure requirements do not apply because this property was built on or after January 1, 1978.

The unit, common areas servicing the unit, and exterior painted surfaces associated with such unit or common areas have been found to be lead-based paint free by a lead-based paint inspector certified under the Federal certification program or under a federally accredited State certification program.

A completed statement is attached containing disclosure of known information on lead-based paint and/or lead-based paint hazards in the unit, common areas or exterior painted surfaces, including a statement that the owner has provided the lead hazard information pamphlet to the family.

13. **The PHA has not screened the family's behavior or suitability for tenancy. Such screening is the owner's own responsibility.**

14. The owner's lease must include word-for-word all provisions of the HUD tenancy addendum.

15. The PHA will arrange for inspection of the unit and will notify the owner and family as to whether or not the unit will be approved.

Print or Type Name of Owner/Owner Representative		Print or Type Name of Household Head	
Signature		Signature (Household Head)	
Business Address		Present Address of Family (street address, apartment no., city, State, & zip code)	
Telephone Number	Date (mm/dd/yyyy)	Telephone Number	Date (mm/dd/yyyy)



Landlord / Tenant Declaration of the RELATIVE POLICY

I, _____ (tenant) declare that I do not/will not receive Housing Choice Voucher Program housing assistance while residing in a unit owned by a relative (defined as a parent, child, grandparent, grandchild, sister or brother) of **any member** of my household, unless MaineHousing has determined (and notified) the Owner and the family of having approved rental of the unit, notwithstanding such a relationship, provided under a reasonable accommodation for a family member with disabilities.

_____ I, (tenant) am not/will not be renting from a relative of any of my family members.

_____ I, (tenant) will be renting from a relative with a reasonable accommodation approved by MaineHousing.

_____ I, (landlord) am not/will not be renting to a relative of any family members.

_____ I, (landlord) will be renting to a relative with a reasonable accommodation approved by MaineHousing.

NOTE: Under no circumstances can a landlord reside in a federally subsidized unit for which that landlord is receiving subsidy on the behalf of a tenant family, regardless of relationship.

Tenant Signature

Date

Landlord Signature

Date

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

Request for Taxpayer Identification Number and Certification

**Give Form to the
 requester. Do not
 send to the IRS.**

Print or type See Specific Instructions on page 2.	1 Name (as shown on your income tax return). Name is required on this line; do not leave this line blank.	
	2 Business name/disregarded entity name, if different from above	
	3 Check appropriate box for federal tax classification; check only one of the following seven boxes: <input type="checkbox"/> Individual/sole proprietor or single-member LLC <input type="checkbox"/> Limited liability company. Enter the tax classification (C=C corporation, S=S corporation, P=partnership) ▶ _____ Note. For a single-member LLC that is disregarded, do not check LLC; check the appropriate box in the line above for the tax classification of the single-member owner. <input type="checkbox"/> Other (see instructions) ▶ _____	4 Exemptions (codes apply only to certain entities, not individuals; see instructions on page 3): Exempt payee code (if any) _____ Exemption from FATCA reporting code (if any) _____ <i>(Applies to accounts maintained outside the U.S.)</i>
	5 Address (number, street, and apt. or suite no.)	Requester's name and address (optional)
	6 City, state, and ZIP code	
	7 List account number(s) here (optional)	

Part I Taxpayer Identification Number (TIN)

Enter your TIN in the appropriate box. The TIN provided must match the name given on line 1 to avoid backup withholding. For individuals, this is generally your social security number (SSN). However, for a resident alien, sole proprietor, or disregarded entity, see the Part I instructions on page 3. For other entities, it is your employer identification number (EIN). If you do not have a number, see *How to get a TIN* on page 3.

Note. If the account is in more than one name, see the instructions for line 1 and the chart on page 4 for guidelines on whose number to enter.

Social security number																																											
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Part II Certification

Under penalties of perjury, I certify that:

1. The number shown on this form is my correct taxpayer identification number (or I am waiting for a number to be issued to me); and
2. I am not subject to backup withholding because: (a) I am exempt from backup withholding, or (b) I have not been notified by the Internal Revenue Service (IRS) that I am subject to backup withholding as a result of a failure to report all interest or dividends, or (c) the IRS has notified me that I am no longer subject to backup withholding; and
3. I am a U.S. citizen or other U.S. person (defined below); and
4. The FATCA code(s) entered on this form (if any) indicating that I am exempt from FATCA reporting is correct.

Certification instructions. You must cross out item 2 above if you have been notified by the IRS that you are currently subject to backup withholding because you have failed to report all interest and dividends on your tax return. For real estate transactions, item 2 does not apply. For mortgage interest paid, acquisition or abandonment of secured property, cancellation of debt, contributions to an individual retirement arrangement (IRA), and generally, payments other than interest and dividends, you are not required to sign the certification, but you must provide your correct TIN. See the instructions on page 3.

Sign Here	Signature of U.S. person ▶	Date ▶
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General Instructions

Section references are to the Internal Revenue Code unless otherwise noted.
Future developments. Information about developments affecting Form W-9 (such as legislation enacted after we release it) is at www.irs.gov/fw9.

Purpose of Form

An individual or entity (Form W-9 requester) who is required to file an information return with the IRS must obtain your correct taxpayer identification number (TIN) which may be your social security number (SSN), individual taxpayer identification number (ITIN), adoption taxpayer identification number (ATIN), or employer identification number (EIN), to report on an information return the amount paid to you, or other amount reportable on an information return. Examples of information returns include, but are not limited to, the following:

- Form 1099-INT (interest earned or paid)
- Form 1099-DIV (dividends, including those from stocks or mutual funds)
- Form 1099-MISC (various types of income, prizes, awards, or gross proceeds)
- Form 1099-B (stock or mutual fund sales and certain other transactions by brokers)
- Form 1099-S (proceeds from real estate transactions)
- Form 1099-K (merchant card and third party network transactions)

- Form 1098 (home mortgage interest), 1098-E (student loan interest), 1098-T (tuition)
 - Form 1099-C (canceled debt)
 - Form 1099-A (acquisition or abandonment of secured property)
- Use Form W-9 only if you are a U.S. person (including a resident alien), to provide your correct TIN.
- If you do not return Form W-9 to the requester with a TIN, you might be subject to backup withholding. See What is backup withholding? on page 2.*
- By signing the filled-out form, you:
1. Certify that the TIN you are giving is correct (or you are waiting for a number to be issued),
 2. Certify that you are not subject to backup withholding, or
 3. Claim exemption from backup withholding if you are a U.S. exempt payee. If applicable, you are also certifying that as a U.S. person, your allocable share of any partnership income from a U.S. trade or business is not subject to the withholding tax on foreign partners' share of effectively connected income, and
 4. Certify that FATCA code(s) entered on this form (if any) indicating that you are exempt from the FATCA reporting, is correct. See *What is FATCA reporting?* on page 2 for further information.



MaineHousing

Maine State Housing Authority

Please complete:

Mail Correspondence & Payments to:

Owner Property Manager

Mail 1099 to:

Owner Property Manager

For Office Use Only:

____ New
____ Change
____ PO initials

Owner Information

IMPORTANT: This document does not take the place of IRS Form W-9.

All payments will be direct deposited once account information on the ACH Transfer/Deposit form is processed.

NAME:

_____ (must match tax ID on S.S. card or tax ID award letter)

PHYSICAL ADDRESS:

MAILING ADDRESS:

S. S. N. OR TAX ID:

PHONE NUMBER:

EMAIL ADDRESS:

Property Manager Information

NAME:

MAILING ADDRESS:

PHONE NUMBER:

EMAIL ADDRESS:

SIGNATURE OF PERSON COMPLETING THIS FORM:

_____ I am the (*Circle one*): PROPERTY MGR or OWNER

_____ Date



NOTICE TO LANDLORDS

MaineHousing screens only for program eligibility. Landlords are responsible for their own tenant screening. Prospective landlords may request the following information in writing from MaineHousing:

- Tenant's current address
- Name and address of tenant's current landlord
- Name and address of tenant's previous landlord

Upon receipt of the enclosed Landlord Packet, MaineHousing will verify the eligibility of the unit and schedule an inspection within 15 days.

After the unit passes inspection and we determine the actual move-in date, you will be asked to execute a lease with the tenant and a Housing Assistance Contract with MaineHousing.

The Housing Assistance Payment (HAP) Contract will be supplied to Landlord for signature as it is a contract between MaineHousing and the Landlord.

The Lease must be supplied by the Landlord as it is a contract between the Landlord and Tenant. MaineHousing is not a party to the lease and therefore cannot enforce it.

The US Department of Housing and Urban Development (HUD) requires the lease to contain the following items:

- Landlord and Tenant Names
- Unit Address
- Lease effective date (This must coincide with the Housing Assistance Payment Contract)
- Lease term (including initial term of 12 months and provisions for renewal)
- Contract Rent Amount
- Specification of what utilities and appliances the owner must supply and what utilities and appliances the tenant must supply
- Tenant and Landlord signatures

IMPORTANT PAYMENT INFORMATION:

MaineHousing can start payment on a unit once it passes a Housing Quality Standards Inspection. However, HAP payments cannot be issued to an Owner until an executed HAP Contract and Lease are received by MaineHousing.

Please note that MaineHousing issues HAP payments at the beginning of the month only. Therefore, HAP payment will be made to an Owner at the beginning of the month following the receipt of the executed HAP Contract and Lease.



Housing Choice Voucher Program Move-In inspection Checklist

This checklist is designed to offer the owner a preview of the items which will be covered during a typical move-in inspection. It should be remembered that this checklist is a general guide and may not contain every item in a home. In addition, the items may vary by the type of home to be inspected.

IMPORTANT

FOUR THINGS TO REMEMBER WHEN SCHEDULING A MOVE-IN INSPECTION:

1. THE OWNER OR OWNER'S REPRESENTATIVE MUST BE PRESENT DURING THE INSPECTION
2. THE HOME SHOULD BE VACANT; AN INSPECTION WILL NOT BE CONDUCTED IF THE PRIOR TENANT IS STILL LIVING IN THE UNIT
3. ALL UTILITIES MUST BE TURNED ON AT THE TIME OF INSPECTION (ELECTRICITY, WATER, GAS, ETC)
4. ALL BASEMENTS, GARAGES AND OUT BUILDINGS MUST BE OPEN AND ACCESSIBLE FOR INSPECTION

General Inspection Criteria (these apply to each room as necessary)

Interior and Exterior Surfaces	No chipping, peeling paint, peeling wallpaper, paneling, etc.
Licensed Trades	All work on units must be completed by a state licensed professional if so required by law. This includes, but is not limited to, electrical, plumbing, and oil and solid fuel as applicable.
Walls	Plaster, drywall, paneling and framing materials must be sound with no holes
Ceilings	No leakage, major staining, sagging, holes or other damage
Windows	Must be in good working condition, solid and intact (For bedroom windows see Page 3)
Window screens	If present, must be in good condition
Interior doors	Must work and be in good condition
Exterior doors	Must be weather tight, lockable, have a threshold and all trim intact
Floors	Must be in a clean finished state; free of holes and trip hazards
Wood floors	Must be sanded smooth and finished, no raw wood, subfloors, concrete; all floors should have some form of baseshoe, trim or sealing
Security	Exterior doors must lock; 1 st floor or other accessible windows must lock
Sinks	Must have shutoff valves unless faucets are wall mounted, gas traps, stoppers and no large cracks or stains

Living room (mandatory room)

Electricity	Must have at least two working outlets or one working outlet and one permanently installed light
Window (mandatory)	Must have at least one window, in working order if so designed

Bathroom (mandatory room)

Electricity	Must have at least one permanently installed light
Flush toilet	Must work with no leaks or constant running, be sanitary with no cracks on lids, seats or main body
Tubs and showers	Must be fully operable, sanitary, properly caulked or sealed with no cracks and have a surround in good condition
Ventilation	Must have a working vent fan with clean filter or an openable window

Electrical

Ground-fault circuit-interrupter (GFCI) protection	Must be installed for all outlets in bathrooms, outlets installed to serve countertops in kitchens, outdoors (must also be covered), crawl spaces, garages and accessory buildings located at or below grade, sinks in areas other than the kitchen where receptacles are installed within 6 feet of the outside edge of the sink, in unfinished basements and boathouses.
Romex type plastic wiring	May not be exposed in a living area
Electric hazards	Open junction boxes, ungrounded three-prong outlets, cracked or missing outlet or switch covers, missing globes or light bulbs, missing knockouts, dangling unsecured wires and other electric hazards are not allowed anywhere in the unit including basements

Heating and Plumbing

Unvented space heaters	Never allowed (except electric)
Boilers or furnaces	All oil or gas fired units must be serviced each year and a current tag placed at the unit by the technician who did the work
All heating equipment	Must be compliant with all applicable codes
Water	Must be from an approvable system, have no odor or color; hot and cold water is required at all sinks and tubs/showers
Sewer	Must have no leaks or smell of sewer gas and be connected to an approvable public or private disposal system
Water heater	Must be code compliant and have a pressure relief drain line installed to within 6"-12" of the floor
Wood, wood pellet heat	Must meet all state and local codes

Kitchen (mandatory room)

Electricity	Must have at least one working outlet and one permanently installed light
Outlets	All outlets along or serving the kitchen counters and within 6 feet of the outside edge of a sink must be GFCI protected
Stove or range w/oven	Must be clean and in working order
Range hood (if present)	Must be operable and have a clean filter
Refrigerator	Must maintain adequate temperature to protect food, freezer must work
Cabinets, counter space	Must have adequate area to prepare, store and serve food

Bedrooms

Electricity	Must have at least two working outlets or one working outlet and one permanently installed light
Window (mandatory)	<p>Must always have at least one window; unless the unit is fully sprinkled at least one fully operational window must be present and have an openable area of at least 5.7 sq. ft.</p> <p>Any building constructed after 1976 shall be required to comply with the requirement to provide 5.7 square feet of net clear opening with a minimum width of 20" and a minimum height of 24". The window shall also meet all other requirement for egress windows contained in NFPA 101 Life Safety Code. Any replacement windows installed in a building constructed after 1976 shall be required to meet the net clear opening of 5.7 square feet. This shall be measured with the window in its natural open position.</p> <p>Any building constructed before 1976 will be allowed to meet the following specifications. The net clear opening would be allowed to meet the minimum 20" in width and 24" in height with a total net clear opening of 3.3 square feet; if the window is constructed of wood or vinyl and the overall window sash size meets a minimum of 5.0 square feet. The window shall meet all other requirements for an egress window as specified in NFPA 101 Life Safety Code as adopted by the Office of State Fire Marshal. Any replacement window installed in a building constructed before 1976 shall meet the same requires as the existing windows and shall not reduce the existing net clear opening below the minimum requirements.</p>
Carbon monoxide detector	There must be one AC powered with battery backup carbon monoxide detector within 15 feet of each bedroom

Building Exterior and Structural Integrity

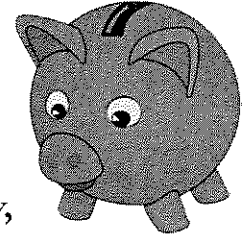
Roofing	Roofs on all buildings including, garages, barns, sheds and outbuildings must be leak free, show no signs of advanced aging or deterioration
Siding	All buildings must have continuous siding with no major holes or tears
Yard and grounds	Must be maintained in reasonable condition
Guardrails	Must be installed wherever falling hazards are approximately 30 inches or more above the ground
Drainage	Proper interior and exterior drainage system must be present which prevents pooling water and development of mold, rot, etc.
Structural Integrity	All structures associated with the unit must be sound with no evidence of collapse or potential for injury or death
MOBILE HOMES ONLY	Manufactured homes must have proper HUD approved tie-down devices capable of surviving wind loads common to the area
Numbering	All units and buildings must be clearly and properly numbered

Health and safety

Smoke detectors	At a minimum there must be one smoke detector on each level of the unit including the basement; hard-wired smoke detectors must be installed on all floors including the basements and interior common hallways in all units in apartment buildings with 3 or more units. It is recommended that only hard-wired smoke detectors be used in all applications and that one be installed in each bedroom.
Lead-based paint	All peeling paint on or in buildings built before 1978 and having children under 6 years of age will be treated as lead-based paint and must be stabilized as required by law (contact MaineHousing for details)
Indoor air quality	Although some mold presence is normal, mold amplification is not. The unit must be free from abnormally high levels of air pollution caused by carbon monoxide, sewer gas, fuel gas, dust or other harmful pollutants. Although HUD does not specifically address such items as mold, radon or asbestos, MaineHousing will categorize by definition these under "harmful pollutants".
Insect and rodent infestation	MaineHousing's interpretation is to assume any infestation as "serious and persistent" and fail the unit. Owners will be required to show proof of correction attempts for the unit to pass upon re-inspection. Any Maine state laws regarding infestations must be followed. MaineHousing inspectors will not perform an inspection if they determine that any infestation or suspected infestation constitutes a threat to their health and safety.
Stairs and handrails	All stairways and porches must be in good condition and free of trip hazards; handrails are required on most stairways with 4 or more steps
Clutter, excess storage, debris	Is not allowed in the interior or exterior of the unit and building if deemed a safety hazard or eyesore by the inspector
Hazardous materials	Such as gasoline or propane are not allowed in the building
Fire safety	All doors and pathways to exits must be clear; double keyed deadbolts are not allowed on doors; if present, fire extinguishers must have a current inspection tag; all sprinkler systems must have a current inspection tag; emergency lighting must be fully functional, and where applicable all exit signs must be present and in the proper locations



MaineHousing pays by direct deposit!



Please complete and return this form to authorize *deposits only*,
along with a void check (for checking deposits; no check required if savings).

Thank you!

A NAME OF PAYEE (last, first, middle initial)		B TYPE OF DEPOSITOR ACCOUNT <input type="checkbox"/> CHECKING <input type="checkbox"/> SAVINGS	
ADDRESS (street, route, P.O. Box, APO/FPO)		C DEPOSITOR ACCOUNT NUMBER	
CITY STATE ZIP CODE		<p>Maine State Housing Authority 353 Water Street Augusta, ME 04330 Phone (207) 626-4600 / Fax (207) 624-5713 Return to: HCV Program / S Pond Questions? Please call Susan Pond 207-626-4664 or Wendy Gosselin 207-626-4696. Thank you!</p>	
TELEPHONE NUMBER AREA CODE			
PAYEE/JOINT PAYEE CERTIFICATION I certify that I am entitled to the payment and that In signing this form, I authorize my payment to be sent to the financial institution named below to be deposited to the designated account.			
SIGNATURE	DATE		
SIGNATURE	DATE		

NAME AND ADDRESS OF FINANCIAL INSTITUTION	ROUTING NUMBER	Check Digit
	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	
DEPOSITOR ACCOUNT TITLE (name on account)		

Your Email: _____

Deposits are distributed to banks the second business day of each month. Check with your bank for funds availability. Payment detail is available online at *Partner Portal* – see enclosed sign-up instructions. **Please note: you may receive one or two more paper checks before Direct Deposit takes effect.**

(FOR OFFICE USE ONLY)

RECEIVED DATE	ENTERED DATE
RECEIVED BY	MONTH OF FIRST ELECTRONIC TRANSFER



MaineHousing
Maine State Housing Authority

Introducing Partner Portal

<https://partnerportal.mainehousing.org>

MaineHousing's Section 8 Housing Choice Voucher Program (HCV) is excited to offer participating landlords a new way to access unit and Housing Assistance Payment information!

How do I access Partner Portal?

To access MaineHousing's Partner Portal go to <https://partnerportal.mainehousing.org>.

1. First time users: Click on "Create an Account". You will need to enter your Tax ID number using the number that was provided on the W-9 to MaineHousing when the participant leased up.
2. Enter username, password, confirm password, and your email address.

Please note: Passwords must be at least 8 characters long, and contain at least 1 upper case and 1 lower case letter, 1 symbol, and 1 number. While your username is not case-sensitive, your password is case-sensitive.

3. Click on "Create Account" when the form is complete.

An automatic message will be sent to your email inbox. MaineHousing will have to approve you as a user before you will be able to sign in.

What happens once I am approved?

Once you have received an email notification telling you that you have been approved to use Partner Portal you may log in using the username and password you created.

If you forget your username or password, please click on the link "Forgot your Password" and a new ID will be emailed to you.

What are the features of Partner Portal?

The information you need to make it easier to be a successful Section 8 HCV landlord is listed in the following features:

My Families: Families you have housed through our program.

My Units: The units in which you have housed tenants through the HCV program.

My Payments: All payments made to you through the HCV program. Click on the (>) symbol to expand the information.

You can also view the information in an Excel spreadsheet by entering the check/direct deposit number or range of dates for more than one payment. Click "Go", followed by the Excel icon, open, and then print document.

My Profile: The detailed setup information you entered when signing up for Partner Portal. At the bottom of this screen is a link where you can subscribe or unsubscribe to MaineHousing's Newsletter.

Holds and Abatements: A list of units on payment hold or in abatement, along with a general reason.

Communications: Many informational forms can be found here, including:

- W-9 Forms;
- Owner's information sheet;
- ACH direct deposit form;
- Move-in inspection checklist;
- Radon information and form;
- Landlord disclosure/acknowledgement form;
- Updates.

Questions?

Please direct any questions or concerns to Wendy Gosselin at 207-626-4696 or wgosselin@mainehousing.org or Susan Pond at 207-626-4664 or spond@mainehousing.org.

Multiple properties? Entities that manage more than one property using different Tax ID's will need to contact either Wendy Gosselin or Susan Pond to set up their account.

MaineHousing does not discriminate on the basis of race, color, religion, sex, sexual orientation, national origin, ancestry, physical or mental disability, age, familial status or receipt of public assistance in the admission or access to or treatment in its programs and activities in employment. MaineHousing does not discriminate on the basis of race, color, religion, sex, sexual orientation, national origin, ancestry, age, physical or mental disability or genetic information. MaineHousing will provide appropriate communication auxiliary aids and services upon sufficient notice. MaineHousing will also provide this document in alternative formats upon sufficient notice. MaineHousing has designated the following person responsible for coordinating compliance with applicable federal and state nondiscrimination requirements and addressing grievances: Louise Patenaude, Maine State Housing Authority, 353 Water Street, Augusta, Maine 04330-4633. Telephone Number 1-800-452-4668 (voice in state only), (207) 626-4600 (voice) or Maine Relay 711.



Maine's free rental listing service



MaineHousingSearch.org

Linking people who need housing
with the housing they need