

NEWPORT NEWS REDEVELOPMENT AND HOUSING AUTHORITY
DEPARTMENT OF PUBLIC AND ASSISTED HOUSING
HOUSING CHOICE VOUCHER PROGRAM

TO: Housing Choice Voucher Program Landlords/Agents/Managers/Owners

FROM: Newport News Redevelopment & Housing Authority

SUBJECT: IRS Requirements for Reporting of Rental Income

The Newport News Redevelopment and Housing Authority (NNRHA) is required by federal law to report rental income to the Internal Revenue Service (IRS). Rental income received for participation in the Housing Choice Voucher Rental Assistance Program must be reported for all property owners. To ensure NNRHA's compliance with this requirement, please complete the information below and return to our office within 5 business days with the attached W-9 form. Failure to return the required forms may result in suspension of Housing Assistance Payments. Please complete this form in its entirety.

1. Property address for unit placed on the Housing Choice Voucher Program :

2. Are you the Owner, Agent, Manager, or Corporation for the above referenced rental property:
Please check one:

() Owner () Agent () Manager () Corporation

3. Owner Information: **YOU MUST COMPLETE ACTUAL PROPERTY OWNER INFORMATION**

a) Owner(s) name _____

b) Owner address _____

c) Owner SSN OR EIN# _____

d) Phone: _____ email _____

e) Signature: _____ Date: _____

4. Property Agent/Manager/Corporation Information:

a) () N/A, there is no Agent, Manager, Corporation or other.

b) If there is an Agent, Manager, Corporation or other for the above rental property, check the appropriate title:

() Agent () Manager () Corporation () Other _____

Name: _____

Mailing Address: _____

City: _____ State: _____ Zip Code _____ Telephone: _____

Completed by: _____ Date: _____

Title: _____ email : _____

5. Checks will be directly deposited into a qualified bank account. Should the () Owner or () Agent receive the payment? **(If Agent is receiving the Housing Assistance Payment, the Agent will receive the 1099 also and will be responsible for sending a 1099 form to the owner.)**

6. Is the Owner/Agent/Manager an employee of the Newport News Redevelopment? () Yes () No

7. Is the Owner/Agent/Manager an immediate family member of any member of the Housing Choice Voucher participant/applicant's household? () Yes () No If yes, please contact the HCV Assisted Housing Coordinator.