



WELCOME TO HUD 811 PRA!!!

Thank you for participating in HUD 811 PRA. You are contributing to housing one of the most vulnerable populations in the State of Georgia – Extremely Low Income Disabled Individuals and their families!

Included in this packet are worksheets to assist in contracting with HUD 811. To help DCA complete every detail as quickly and smoothly as possible, please follow the process below:

HUD 811 Contracting Process

1. Complete the included RAC worksheets, ACH Form, W-9 and review your property's:
 - Tenant Selection Plan
 - Please be sure your Property Tenant Selection Plan is in accordance with HUD Handbook 4350.3, REV 1, Change 4 – Chapter 4, Section 1
 - House Rules
 - To be attached to the 811 PRA Model Lease (Lease Example can be found on the 811 page at dca.ga.gov)
 - HUD 811 House Rules Guidance is on Page 6 of this Property Welcome Packet
2. Submit the following to HUD811@dca.ga.gov:
 - The completed RAC worksheets
 - Property Tenant Selection Plan (with HUD 811 updates, if needed)
 - Property House Rules (with HUD 811 updates, if needed)
 - ACH Form and W-9 for the Property
3. Complete HUD's Business Partner Registration at:
https://hudapps2.hud.gov/apps/part_reg/apps040.cfm

Once these steps are completed, please contact Jenny DeSilva at Blueprint Housing Solutions to begin training and instituting the following HUD Systems programs into your processes:

- HUD Systems
 - Enterprise Income Verification (EIV) System
 - TRACS (Tenant Rental Assistance Certification System)
- Her contact information is:
Jenny DeSilva – Director
Blueprint Housing Solutions
1124 S. IH 35, Austin, Texas 78704
Email – jennyd@blueprinthousing.org
Website – www.blueprinthousing.org



During this time, the Rental Assistance Contract (RAC) for your property will be completed at DCA. We will return it to you by email. Once your office receives it, please have the primary signatory sign two copies of the following HUD 811 Documents:

- RAC Part I, Page 3
- RAC Part I, Exhibit I – Rent Schedule
- RAC Part I, Exhibit IV – Use Agreement (be sure to have this notarized as well)

Please mail the two copies of these three signed documents to:

HUD 811 PRA Program Coordinator
Office of Homeless and Special Needs
60 Executive Park South, NE
Atlanta, GA 30329

DCA will further execute the contracts and mail the signed documents back to you. Once the contract is signed, record the 811 PRA Use Agreement in the county the property is located in. We will await the property's vacant unit information to start receiving referrals from the HUD 811 office for your open units.

For more information or if you have questions please contact the HUD 811 Office:

HUD 811 PRA Program Coordinator
Office of Homeless and Special Needs
60 Executive Park South, NE
Atlanta, GA 30329

Phone – 404.679.3150

Email – HUD811@dca.ga.gov

Website – dca.ga.gov/housing/homeless-special-needs-housing/hud-811

Thank you again for your participation!

Libby Tyre

Permanent Supportive Housing Program Manager

Utility Allowance Type

- State or Local Housing Agency (DCA Preferred)
- HUD Multifamily Housing Policy
- Public Housing Authority Policy. Name of PHA _____
- Rural Housing Services (RHS) Policy
- Other means as may be approved by HUD. Please explain: _____

Utilities Allowance (Items Tenant is responsible for)

Heating (Check One)

- Natural Gas
- Bottle Gas
- Electric
- Heat Pump

Water Heating (Check One)

- Natural Gas
- Bottle Gas
- Electric
- Oil

Cooking (Check One)

- Natural Gas
- Bottle Gas
- Electric

Other (Check those that apply)

- Water
- Sewer
- Trash Collection

Equipment and Amenities Included (Check all that apply)

- | | |
|---|--|
| <input type="checkbox"/> Range | <input type="checkbox"/> Blinds |
| <input type="checkbox"/> Dishwasher | <input type="checkbox"/> Drapes |
| <input type="checkbox"/> Refrigerator | <input type="checkbox"/> Parking |
| <input type="checkbox"/> Microwave | <input type="checkbox"/> Swimming Pool |
| <input type="checkbox"/> Disposal | <input type="checkbox"/> Tennis Courts |
| <input type="checkbox"/> Stove Top Fire Suppression Canisters | <input type="checkbox"/> Playground |
| <input type="checkbox"/> Water Heater | <input type="checkbox"/> Nursing Care |
| <input type="checkbox"/> HVAC System | <input type="checkbox"/> Fitness Center |
| <input type="checkbox"/> Washer/Dryer in each unit | <input type="checkbox"/> Computer Center |
| <input type="checkbox"/> Washer/Dryer Hookups | <input type="checkbox"/> Trash Service |
| <input type="checkbox"/> On-Site Laundry | <input type="checkbox"/> Other: _____ |
| <input type="checkbox"/> Ceiling Fan | <input type="checkbox"/> Other: _____ |
| <input type="checkbox"/> Carpet | <input type="checkbox"/> Other: _____ |

The Property's Standard Statement of Services (Found in RAC I, Part I)

An Example:

NEW APPLICATION Apartments will provide one FT maintenance associate to perform routine and preventative maintenance services for the units and common spaces on site. Contractors will be used on an as needed basis for services beyond any maintenance associates skill level. Pest control will be provided by NEW APPLICATION Apartments for routine services, to include one bed bug treatment.

The Property's Statement of Services. The above statement can be duplicated and updated. ***If left blank, the above statement will be duplicated and used in your contract.***



Type of Entity (Found in RAC, Part I, Rent Schedule)

- | | |
|--|--|
| <input type="checkbox"/> Individual | <input type="checkbox"/> Trust |
| <input type="checkbox"/> General Partnership | <input type="checkbox"/> Limited Partnership |
| <input type="checkbox"/> Joint Tenancy/Tenants in Common | <input type="checkbox"/> Other (specify) |
| <input type="checkbox"/> Corporation | |
-

List all Principals Comprising Mortgagor Entity (Found in RAC, Part I, Rent Schedule)

Provide name and title of each principal. Use extra sheets, if needed. If mortgagor is a:

- Corporation, list: (1) all officers; (2) all directors; and (3) each stockholder having a 10% or more interest.
- Partnership, list: (1) all general partners; and (2) limited partners having a 25% or more interest in the partnership.
- Trust, list: (1) all managers, directors, or trustees and (2) each beneficiary having at least a 10% beneficial interest in the trust.

Principle Representative's Name

Principle Representative's Title



iREMS Record Information (Found in RAC, Part I, Exhibit II Information)

THIS INFORMATION MUST BE COMPLETED ENTIRELY

Owner Information

Owner Entity TIN #: _____
Owner Entity DUNS #: _____
Owner Legal Structure (e.g., Limited Partnership): _____
Mortgagor Type (e.g., Non-Profit, Profit Motivated): _____

Owner Contact Information

Name of Contact Individual: _____
Mailing Address: _____
Phone: _____
Fax: _____
Email: _____

Management Agent Information

Management Agent Legal Name: _____
Management Agent Address: _____
Management Agent TIN#: _____
Management Agent Effective Date: _____

Management Agent Contact Information

Name of Contact Individual: _____
Mailing Address: _____
Phone: _____
Fax: _____
Email: _____

Property Information

Name of Site Manager Contact: _____
Mailing Address: _____
Phone: _____
Fax: _____
Email: _____

Building Type (check all that apply):

<input type="checkbox"/> Row	<input type="checkbox"/> Mid-Rise
<input type="checkbox"/> Townhouse	<input type="checkbox"/> Walk-up/Garden
<input type="checkbox"/> Detached	<input type="checkbox"/> High-Rise/Elevator
<input type="checkbox"/> Semi-Detached	

Building Count (enter numeric value): _____



HOUSE RULES GUIDANCE

Found in RAC, Part I, Exhibit 5 (811 Rental Assistance Demonstration Lease) Attachment 3 - House Rules

House Rules to be included by the Landlord:

1. At or before the commencement of a tenancy, the landlord or an agent or other person authorized to enter into a rental agreement on behalf of the landlord shall disclose to the tenant in writing the names and addresses of the following persons:
 - a. The owner of record of the premises or a person authorized to act for and on behalf of the owner for the purposes of serving of process and receiving and receipting for demands and notice; and
 - b. The person authorized to manage the premises.

In the event of a change in any of the names and addresses required to be contained in such statement, the landlord shall advise each tenant of the change within 30 days after the change either in writing or by posting a notice of the change in a conspicuous place.]

2. All House Rules must comply with HUD manual 4350.3 REV-1 where applicable, and may address, but are not limited to, such topics as:
 - Property insurance
 - Locks and latches/keys
 - Rent and charges (in particular, late fees, NSF fees, no cash accepted, etc.)
 - Early move out
 - Delay of occupancy
 - Belongings remaining after move out
 - Disclosure rights
 - Parking
 - Repair requests
 - Resident safety and property loss
 - Owner's responsibilities
 - Requests for unit transfers
3. In no case will any House Rule supersede policy and/or regulation set out by HUD in HB 4350.3 REV-1, the Rental Assistance Contract, or the 811 Rental Assistance Demonstration Lease.