

## Valid I.D.

Identification documentation must be current as of the date of application, except when noted otherwise. Landlords must provide one of the following documents as verification of identity<sup>1</sup>:

- Driver's License<sup>2</sup>
- State Identification
- College Identification
- Passport
- Birth Certificate
- Military Identification
- Tribal Identification
- Employer Identification
- DHS issued immigration identification/documents, including Employment Authorization Document (EAD), documentation of Lawful Permanent Residency including I-551, or I-94, Certificate of Naturalization, Certificate of Citizenship, or Foreign passport with a valid unexpired US Visa.

<sup>1</sup>When a property manager or legal representative registers on behalf of a landlord, the identity documentation of the landlord is not required.

<sup>2</sup>An expired driver's license is acceptable form of identification.

## Proof of Ownership

Landlords must show proof of ownership for the property. This can be a screenshot or photocopy of:

- Warranty Deeds or property title; or
- Completed and signed W-9; or
- Property owner insurance statement; or
- County taxes records or county property appraisal. (These items are public information and can be viewed on each county website).

## Agreement with Landlord

Property managers or legal representatives acting on behalf of landlords must show authorization to receive rent payments in addition to proof of ownership. Documentation should be current as of the date of application. Documentation should be signed and dated by both the landlord and the property manager or legal representative.

Options<sup>1</sup> include:

- Contract for the property management services signed by the landlord and the manager or representative that grants the authorization to receive rent payments on behalf of the landlord; or,

- Memorandum of Agreement or Memorandum of Understanding signed by the landlord and the manager or representative that grants the authorization to receive rent payments on behalf of the landlord.

<sup>1</sup>Any contract or agreement must clearly state the rental address and be signed and dated by the property manager or legal representative and by the landlord. If an existing contract or agreement does not satisfy this requirement, the landlord and must submit the *Property Management and Legal Representative Authorization Form*. The landlord or property owner signs this form, not the property manager.

## Property Management Identification

Property managers or legal representatives must also provide a W-9 for the property management company and a bank statement that clearly indicates the account holder and account number.

If the property manager or legal representative is unable to provide both documents, the property manager or legal representative must submit a personal ID instead. The acceptable forms of identification are described in the Identity section on the previous page.

