



PROGRAM PARTICIPATION CHECKLIST

Property Name: _____

Property Address: _____

Property Management/Owner Name: _____

Email Address: _____

Phone Number: _____

Fill out if you will be receiving Direct Deposit/ACH Payment:

Bank Name: _____

Account Number: _____

Routing Number: _____

HHA'S COMMITMENT TO OUR PARTNERS

Depending on program eligibility and funding, available support options include: rent assistance (up to 12 months), double security deposit, mitigation funds, vacancy and marketing cost reduction, lease review, direct deposit, and a single point of contact for ongoing tenant support.

Please initial the following sections. Contact us at housing@hhalliance.org with any questions!

HHA and/or partnering agencies issue payments as third-party payments.

Initial payment from HHA and/or partnering agencies may take up to 14 business days to process after all required move-in documents (lease, W-9, etc.) have been received. *An Intent to Pay voucher can be provided during processing to confirm payment is in progress.*

In case of tenant payment issues, the property manager/owner agrees to contact HHA and/or a partner agency for negotiation support.

Property manager/owner agrees to allow up to 15 days from email notification for HHA or a partner agency to process delayed payments before applying late fees.

All leases must include VAWA protection language, either in the lease or as an addendum provided by HHA per HUD requirements.

Owner/Property Manager Signature: _____ Date: _____

Please attach current W-9 or W-9 supplemental for payment purposes when returning this form