



ALTERNATE MAILING/CONTACT FORM FOR OWNERS

Dear Owner,

We would like your experience with DCHA to be pleasant and fulfilling. We appreciate you choosing to coordinate with us in providing housing. In order for DCHA to issue rental payment checks we must have a completed IRS W-9 on file. The W-9 is filled out exactly as the information provided on your tax return. A 1099-Misc will be mailed in January of each year for you to report your rental income to the IRS on your tax return.

However, we understand that you may want other correspondence to be sent elsewhere. Please use this form if you have an alternate contact.

Alternate contact/manager/landlord information:

Name: _____

Mailing Address: _____

City, State, Zip: _____

Phone Number: _____

Email Address: _____

I would like the following sent to the aforementioned address:

Rental Payments

Inspection Notifications

Notices to Tenants

Owner Name (as listed on W-9): _____

Owner Phone Number: _____

Owner Email Address: _____

Owner Signature

Date

If the information is the same as the W-9, please disregard this form.

Sincerely,
Pamela Tomney

HCV Supervisor

