



BakerRipley COVID-19 Rental Assistance Program

Landlord Enrollment Form

This Landlord Enrollment Form is for both the City of Houston and Harris County Rental Assistance Programs. You will have the ability to select which of the programs you want to participate in when you sign the Landlord Agreement, which is the next page of this form. Your participation in the programs will also depend on the location of your rental property(ies).

Instructions: This program is for residential properties. Not for commercial or retail properties. It is recommended that you scroll down and review the information below, the required documentation, and the Landlord Agreement before you begin completing the form.

The Landlord Enrollment Form includes 5 sections -

Section 1 - **Landlord or Landlord Authorized Representative**, you will fill out information about yourself and you will upload a photo ID.

Section 2 - **Landlord Ownership**, you will provide information about the person or company who owns the property(ies) and you will upload *IRS Form W-9 Request for Taxpayer Identification Number and Certification*

Section 3 - **Landlord Property(ies)**, you will provide information about the property owned by the Landlord Ownership. You will be able to include multiple properties so long as they are owned by the same Landlord Ownership and are associated with the same W-9 and Taxpayer Identification Number.

Section 4 - **Landlord Banking Details**, you will provide bank and account information for each property listed. You will be asked to upload your bank's ACH instructions or a voided check.

Section 5 - **Landlord Agreement**, you will complete the enrollment process by reviewing and providing your electronic signature on the Landlord Agreement.

Note: For tax reporting purposes, a separate Landlord Enrollment Form should be completed for each Landlord Ownership.

The enrollment process should only be completed by the Landlord or a Landlord Authorized Representative. You will be asked to submit a photo ID.

| Section 1 – Landlord or Landlord Authorized Representative | |
|---|--|
| Please enter your information below as the landlord or landlord authorized representative. | |
| First Name: | Last Name: |
| Email: | |
| My Role: <input type="checkbox"/> I'm the owner of the property/properties. <input type="checkbox"/> I'm the property manager of the property/properties. <input type="checkbox"/> I'm the authorized representative of the property/properties. | |
| Primary Phone Number: | Secondary Phone Number: |
| Primary Phone Number Type: <input type="checkbox"/> Mobile <input type="checkbox"/> Landline | Secondary Phone Number Type: <input type="checkbox"/> Mobile <input type="checkbox"/> Landline |
| Is it ok to text you at this number? <input type="checkbox"/> Yes <input type="checkbox"/> No | Is it ok to text you at this number? <input type="checkbox"/> Yes <input type="checkbox"/> No |

Please upload a government issued photo ID (driver's license, identity card, passport, Department of Defense ID, Other).



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Section 2 – Landlord Ownership

Please provide information about the person or company who owns the property(ies).

Owner/Company Name – Name should appear exactly as it is listed on the Landlord's income tax return.

Tax Identification Type and Number – Number should appear exactly as it is listed on the Landlord's income tax return. EIN Social Security Number EIN/Social Security Number: _____

Federal Tax Classification: Individual/sole proprietor or single-member LLC C Corporation
 S Corporation Partnership Trust/Estate Limited liability company C Corporation
 Limited liability company S Corporation Limited liability company Partnership Other

Owner's/Company's Mailing Address – Address should match exactly the mailing address on the Landlord's tax return. This is where all official notifications, including IRS 1099 form should be mailed.

Street Address: _____ City: _____ State: _____ Zip Code: _____

IRS Form W-9 Request for Taxpayer Identification Number and Certification - Please upload a completed, signed, and dated Form W-9. Please be sure to include the correct tax classification. Note - if the Federal Tax Classification is a Limited Liability Company, you must also enter the tax classification (C= C-Corporation, S= S-Corporation, or P= Partnership).

Why is a W-9 required? BakerRipley in certain conditions must report rent payment information to the IRS and requires the W-9 to verify your Name and taxpayer identification number (TIN) as listed with the IRS. Please [click here](#) for a blank W-9 Form.

Section 3 – Landlord Property/Properties

Please provide information about the residential rental property(ies) which are part of the Landlord Ownership. You will be able to include multiple properties so long as they are part of the same Landlord Ownership, W-9, and Taxpayer Identification Number. You will enter the first rental property, then you will be given the option to add additional properties.

Property Name as you want it to appear on the Participation Directory (if your property does not have a name, we recommend entering the property address):

Property Type: Single Family Multi Family Condo Townhome Mobile Other
Street Address: _____
City: _____ State: _____ Zip Code: _____

Property Phone # (This is the public number that your tenants may recognize. This will be posted on the website.)

Section 4 – Property Banking Information

Please enter the bank information for this property. Payments made by the program on behalf of eligible Tenants at this property will be made to this account.

Bank Name: _____ Bank Account Type: Checking Savings
Bank Routing Number: _____ Confirm Bank Routing Number: _____
Bank Account Number: _____ Confirm Bank Account Number: _____

Please upload ACH instructions or a voided check.

[Click here](#) to add an additional property under this same Landlord Ownership.