

Amherst Housing Authority
33 Kellogg Avenue, Suite 81
Amherst, MA 01002-2169

Housing Management
(413) 256-0206

TTD Available
FAX (413) 256-8551

Section 8, MRVP, AHVP Programs
(413) 256-8128

To: Prospective Landlords for the Section 8 Program
From: AHA Section 8 Department
Re: Instructions to fill out Request for Tenancy Approval

Attached please find the required documents needed to lease an apartment to a Section 8 tenant with the Amherst Housing Authority. Please fill out the following forms in their entirety:

1. **Request for Tenancy Approval:** Please complete all sections of this form. If you have any questions about this form, please call the Section 8 Department at 413-256-8128. Please note that the Request for Tenancy Approval indicates that you are offering the apartment to the tenant. Do not submit this form to the AHA until you have done your due diligence and are ready to offer the unit. You must submit a copy of the proposed lease with this form and the lease must include the attached Tenancy Addendum.
2. **If your property was built prior to 1978** and a child six years of age or younger will be living in your unit, you must fill out the enclosed Disclosure of Information on Lead-Based Paint and you must provide certification that your property has been de-leaded.
3. **W-9 Form:** If you are a new landlord with the Amherst Housing Authority, you must fill out this form.
4. **Direct Deposit Form:** If you are a new landlord with the Amherst Housing Authority, you must fill out this form and submit it with a cancelled check or official bank documentation confirming the routing and account numbers. Please note that the Amherst Housing Authority requires landlords to receive payment via direct deposit. Attached are instructions for the HMS PAL system, which allows landlords to access payment confirmations and payment history. Landlords can also sign up to receive email notifications when payments are made.

A unit offer will not be processed until all of the above forms are completed and returned to the Amherst Housing Authority Section 8 Department.

For questions, please contact:

Angela Russell, 413-256-8128 x308, arussell@amhersthousingauthority.org

Janna Tetreault, 413-256-8128 x302, jtetreault@amhersthousingauthority.org