
SECTION 8 NEW ACCOUNT PACK

To establish a new landlord account, please complete the following forms:

- [Owner-Agent Certification Form](#)
- [W-9 - Request for Taxpayer Identification Number and Certification](#). The information provided on this Internal Revenue Service (IRS) form determines how your payment and correspondence account will be set up. It is also used by MHA to report payments to the IRS.

Please return completed forms to:

**Inspection Processor
Macon-Bibb County Housing Authority
PO Box 4928
Macon GA 31208**

**Tel: (478) 752-5087
Tel: (478) 752-5188**

➡IMPORTANT INFORMATION! ⬅

A property owner cannot participate as a landlord if he/she does not live in Georgia. If this applies to you, then you MUST secure the services of a local agent, and subsequently have your agent complete and return the necessary forms to our office.

A "local agent" is defined as: An organization or person that possesses a separate existence for tax purposes. Examples of a local agent would be a sole-proprietorship, corporation, partnership, or trust. The local agent must establish an account with MHA and provide his/her social security number or Employee ID Number (EIN).

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- All payments and correspondence will be directed to the agent.
 - MHA will report payments to the IRS each year by means of Tax Form 1099 in the name and social security number or Employee ID Number (EIN) of the local agent.
 - The agent will be the sole point of contact for any and all business conducted with MHA.
 - A copy of the management agreement is required. Final written approval to enter into a lease with any prospective tenant will not be given until all required documentation has been returned to MHA.