Specifying a HAP Contract Signatory

When a Section 8 property has more than one entity involved in the property's management operations, WinTen 2+ users have the ability to specify a deed holder of the property, as well as the HAP contract signatory (the entity required to sign the HAP contract).

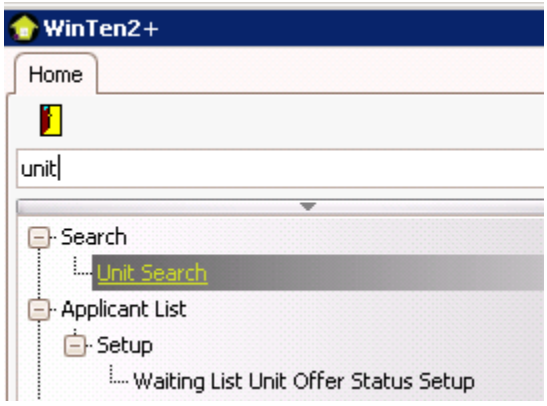
For example, if a S8 property deed holder hired a management company to manage all aspects of the property, but did not give power of attorney to the management company, users are able to specify the property owner as the management company and the HAP signatory as the deed holder. As a result, the management company, as acting owner of the property, receives the HAP checks, 1099, and correspondence. In addition, since the deed holder did not sign over power of attorney, the deed holder can be added to the HAP contract and the deed holder name will print on the HUD 50058 form.

Being an acting owner of a S8 property in 2+ means that:

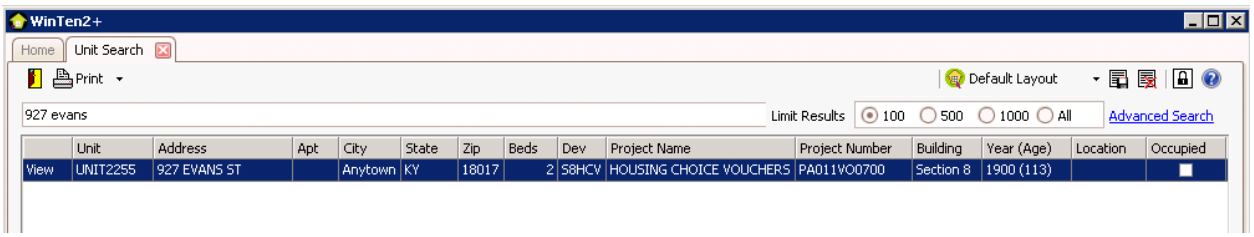
- The entity/customer receives the 1099 from the housing authority.
- The entity/customer has the HAP Account. The checks (paper or electronic) are sent to the remittance selected for that HAP Contract, and the account is on the Owner's Customer record.
- The entity/customer is on the paper HAP Contract *except* when a different Contract Signatory is specified.

Existing Units

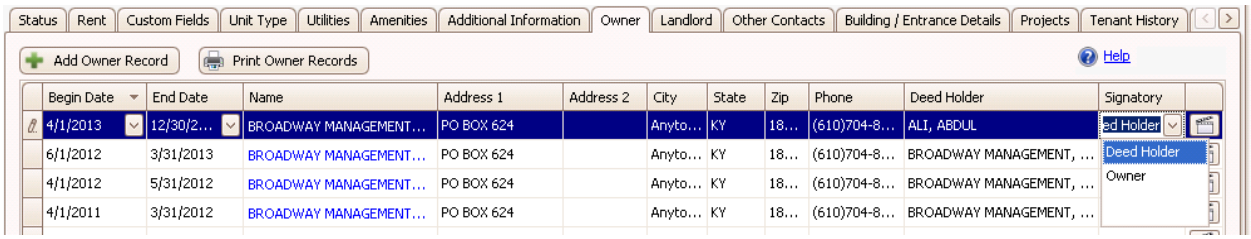
1. From the **Home** tab, type "**unit"** and click on the **Unit Search** link.



2. On the **Unit Search screen**, search for the appropriate unit and click **View**. The **Unit screen** appears.

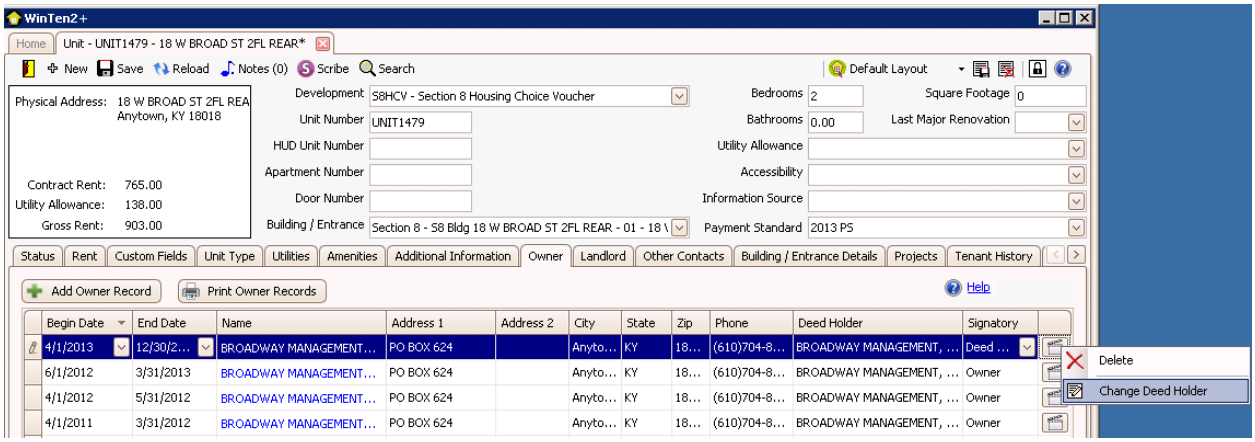


3. Select the **Owner tab** and the property's ownership history displays in a grid. By default, the property's owner is listed as the HAP **Signatory** and **Deed Holder**. To change the entity that should appear on the HAP contract to the deed holder, select "Deed Holder" from the appropriate **Signatory** column row.

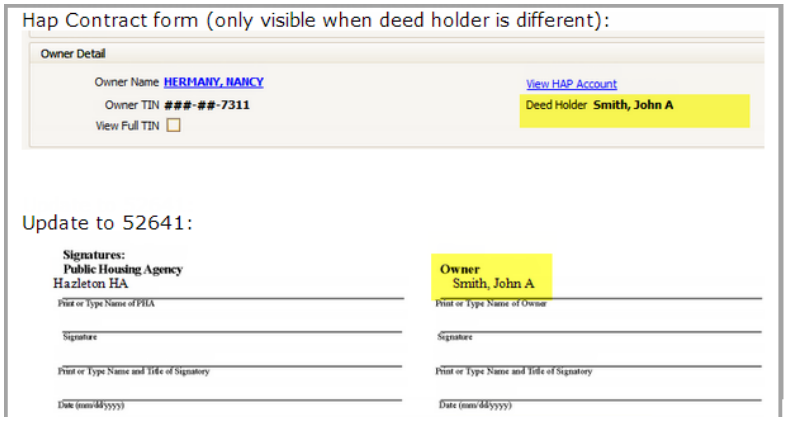


Note: *In the majority of property management scenarios, the acting property owner is listed as both Deed Holder and Signatory. In these scenarios, the Deed Holder is helpful for informational purposes and as a reporting/tracking tool for your property ownership changes since the field can be brought into Unit reports.*

4. To change the deed holder, click the little Actions button at the end of the appropriate row and select "Change Deed Holder." The **Customer Search screen** opens.

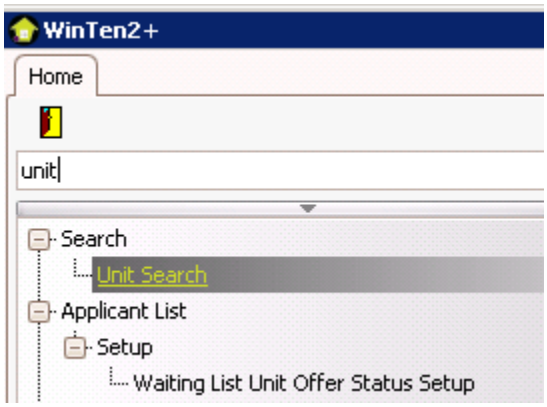


5. Start typing the name of the customer and click **Select** next to the appropriate record. The **Owner tab** appears again with the selected customer displayed in the **Deed Holder** column of the grid.
6. Click **SAVE** to apply the changes. The WinTen2+ HAP Contract screen and Form 52641 will now display the deed holder name:



New Units

1. From the **Home** tab, type "**unit"** and click on the **Unit Search** link.

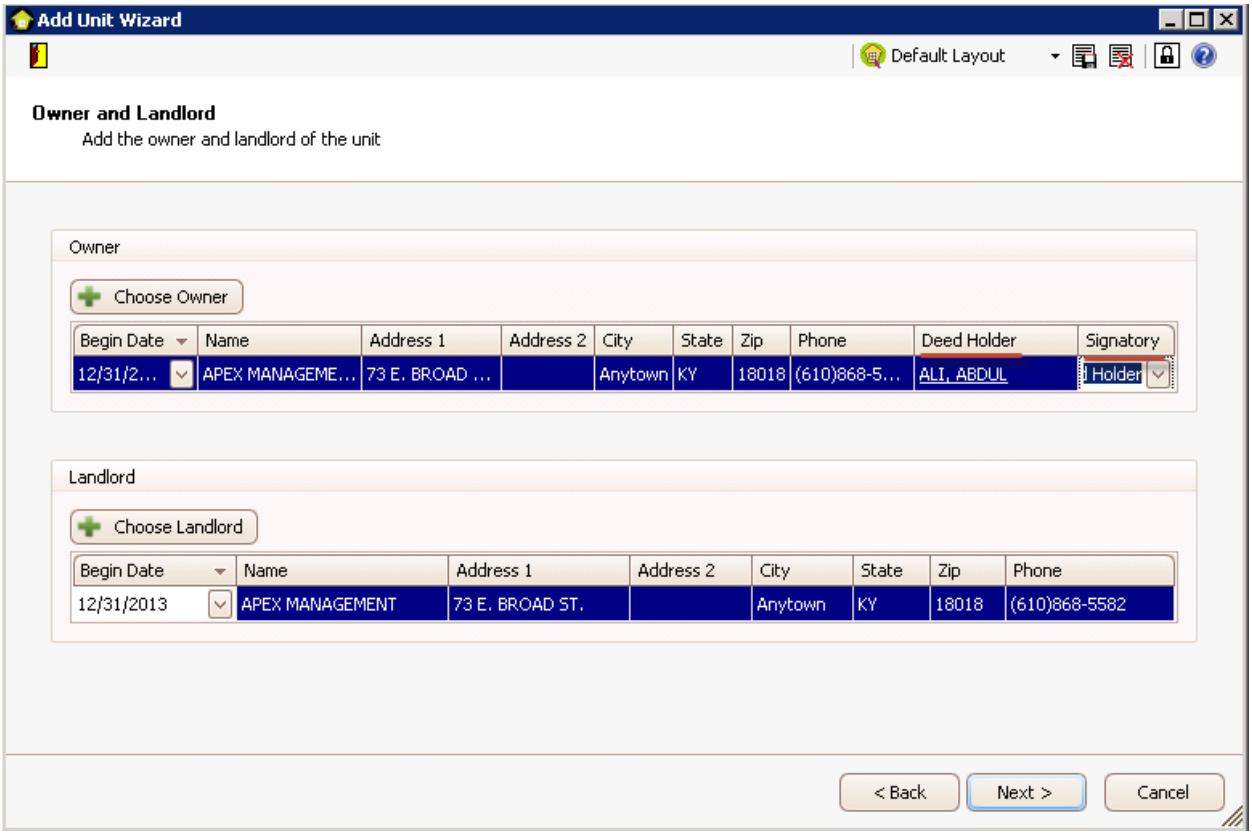


2. On the **Unit Search screen**, search for the appropriate unit and click **New**. The **Add Unit Wizard** appears.
3. Select the **Program Type** for the unit and specify a **Default Effective Date** (use the date of the tenancy request). Click **Next**.
4. Enter as much information about the unit into the available fields. Fields marked with an exclamation point are required. Click **Next**.
7. Click **Choose Owner** and search and **select** the owner from the **Customer Search screen**. The **Add Unit** W**izard** appears again with the selected customer displayed in the grids as the owner and the landlord. By default, the owner is listed as the HAP **Signatory** and **Deed Holder**.

   ***Note**: In the majority of property management scenarios, the acting property owner is listed as both Deed Holder and Signatory. In these scenarios, the Deed Holder is helpful for informational purposes and as a reporting/tracking tool for your property ownership changes since the field can be brought into Unit reports.*

8. To change the deed holder, click the customer name link in the Deed Holder row. The **Customer Search screen** opens.

9. To change the entity that should appear on the HAP contract to the deed holder, select "Deed Holder" from the **Signatory** column row.



Note: *In the majority of property management scenarios, the acting property owner is listed as both Deed Holder and Signatory. In these scenarios, the Deed Holder is helpful for informational purposes and as a reporting/tracking tool for your property ownership changes since the field can be brought into Unit reports.*

10. Click **Next** again.
11. Enter the unit rent and details and click **Next**.
12. Select the type of unit per the HUD form and click **Next**.
13. Review and confirm the unit information you have set up and click **Finish** to add the new unit. The WinTen2+ HAP Contract screen and Form 52641 now display the deed holder name.