

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).

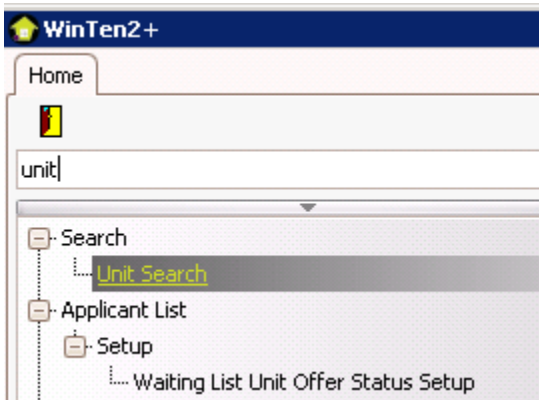
For example, if a S8 property deed holder hired a management company to manage all aspects of the property, but did not give power of attorney to the management company, users are able to specify the property owner as the management company and the HAP signatory as the deed holder. As a result, the management 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:

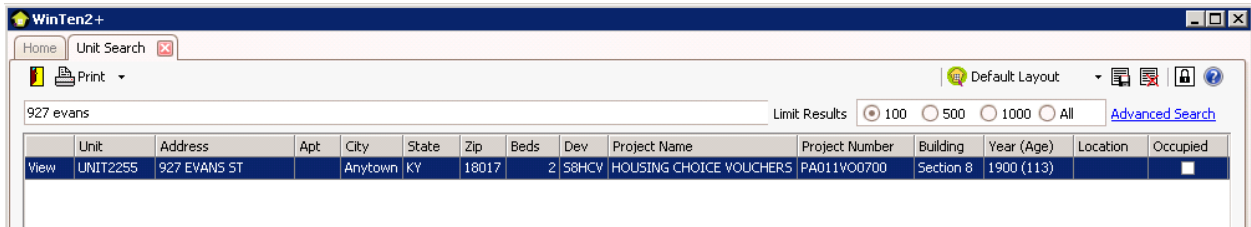
- The entity/customer receives the 1099 from the housing authority.
- The entity/customer has the HAP Account. The checks (paper or electronic) are sent to the remittance selected for that HAP Contract, and the account is on the Owner’s Customer record.
- The entity/customer is on the paper HAP Contract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

Begin Date	End Date	Name	Address 1	Address 2	City	State	Zip	Phone	Deed Holder	Signatory
4/1/2013	12/30/2...	BROADWAY MANAGEMENT...	PO BOX 624		Anyto...	KY	18...	(610)704-8...	ALI, ABDUL	ed Holder
6/1/2012	3/31/2013	BROADWAY MANAGEMENT...	PO BOX 624		Anyto...	KY	18...	(610)704-8...	BROADWAY MANAGEMENT, ...	Deed Holder
4/1/2012	5/31/2012	BROADWAY MANAGEMENT...	PO BOX 624		Anyto...	KY	18...	(610)704-8...	BROADWAY MANAGEMENT, ...	Owner
4/1/2011	3/31/2012	BROADWAY MANAGEMENT...	PO BOX 624		Anyto...	KY	18...	(610)704-8...	BROADWAY MANAGEMENT, ...	Owner

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.

WinTen2+ - Unit - UNIT1479 - 18 W BROAD ST 2FL REAR*

Physical Address: 18 W BROAD ST 2FL REAR, Anytown, KY 18018

Development: SBHCV - Section 8 Housing Choice Voucher

Unit Number: UNIT1479

HUD Unit Number: []

Apartment Number: []

Door Number: []

Building / Entrance: Section 8 - 58 Bldg 18 W BROAD ST 2FL REAR - 01 - 18 \

Bedrooms: 2

Bathrooms: 0.00

Utility Allowance: []

Accessibility: []

Information Source: []

Payment Standard: 2013 P5

Begin Date	End Date	Name	Address 1	Address 2	City	State	Zip	Phone	Deed Holder	Signatory
4/1/2013	12/30/2...	BROADWAY MANAGEMENT...	PO BOX 624		Anyto...	KY	18...	(610)704-8...	BROADWAY MANAGEMENT, ...	Deed ...
6/1/2012	3/31/2013	BROADWAY MANAGEMENT...	PO BOX 624		Anyto...	KY	18...	(610)704-8...	BROADWAY MANAGEMENT, ...	Owner
4/1/2012	5/31/2012	BROADWAY MANAGEMENT...	PO BOX 624		Anyto...	KY	18...	(610)704-8...	BROADWAY MANAGEMENT, ...	Owner
4/1/2011	3/31/2012	BROADWAY MANAGEMENT...	PO BOX 624		Anyto...	KY	18...	(610)704-8...	BROADWAY MANAGEMENT, ...	Owner

Contract Rent: 765.00
Utility Allowance: 138.00
Gross Rent: 903.00

Actions: Delete, Change Deed Holder

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:

Hap Contract form (only visible when deed holder is different):

Owner Detail

Owner Name: [HERMANY, NANCY](#) [View HAP Account](#)

Owner TIN: ###-##-7311 [Deed Holder: Smith, John A](#)

View Full TIN:

Update to 52641:

Signatures:

Public Housing Agency
Hazleton HA

Print or Type Name of PHA: _____

Signature: _____

Print or Type Name and Title of Signatory: _____

Date (mm/dd/yyyy): _____

Owner
Smith, John A

Print or Type Name of Owner: _____

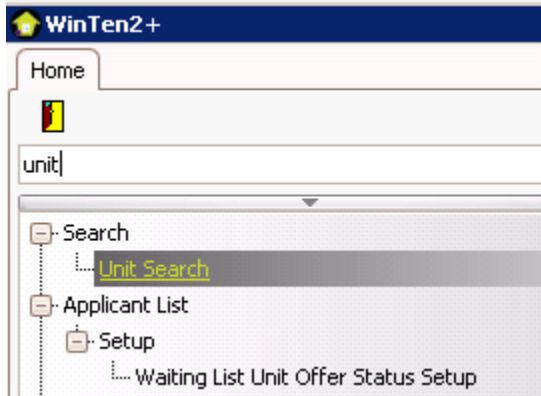
Signature: _____

Print or Type Name and Title of Signatory: _____

Date (mm/dd/yyyy): _____

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 Wizard** 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.

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

Owner and Landlord
Add the owner and landlord of the unit

Owner

+ Choose Owner

Begin Date	Name	Address 1	Address 2	City	State	Zip	Phone	Deed Holder	Signatory
12/31/2...	APEX MANAGEME...	73 E. BROAD ...		Anytown	KY	18018	(610)868-5...	ALI, ABDUL	Holder

Landlord

+ Choose Landlord

Begin Date	Name	Address 1	Address 2	City	State	Zip	Phone
12/31/2013	APEX MANAGEMENT	73 E. BROAD ST.		Anytown	KY	18018	(610)868-5582

< Back Next > Cancel

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.

- Click **Next** again.
- Enter the unit rent and details and click **Next**.
- Select the type of unit per the HUD form and click **Next**.
- 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.