



Berkshire
Housing
Development
Corporation

P.O. Box 1180, Pittsfield, MA 01202-1180
Tel 413-499-1630 Fax 413-496-9831 www.berkshirehousing.com

This packet is for the current landlord
(property owner) if applying for rental
arrears.

This packet is for a NEW landlord (property
owner) if moving to a new unit.

Dear Property Owner/Agent:

Your new or existing tenant, is applying to Berkshire Housing Development Corporation for financial assistance through the Williamstown Emergency Rental Assistance Program (WERAP). In order for us to continue to process their request, the applicant **must complete and return the following within 15 days of the above date:**

- . **Owner Contract** (enclosed)
- . **W-9 form** (enclosed)
- . **Proof of Ownership** (either a copy of the deed or current property tax bill or current property insurance statement) of the property the tenant will be living in.
- . **Copy of Signed Lease or Rental Agreement** – (if funds are for a new tenant, it is understood this may not be submitted until the very end of this process.)

You can click on the SUBMIT BUTTON here.

Submit this Packet

Fax or email all these documents to:
Berkshire Housing Development Corporation,
fax them to:

WERAP Program – 413-496-9831.
hcecintake@berkshirehousing.com

Sincerely,

Berkshire Housing Development Corporation
www.berkshirehousing.com

Williamstown Emergency Rental Assistance Program (WERAP)
OWNER CONTRACT

Date of Contract: _____

Participant Name: _____

Participants' Address

The WERAP Administering Agency; (Berkshire Housing Development Corporation (BHDC) is providing the following financial assistance on behalf of the above-named Participant (must insert "N/A" if Not Applicable)

		(\$____per month x ____ # of months)
Monthly Rental Stipend	\$_____	(\$____per month x ____ # of months)
		(\$____per month x ____ # of months)
Rent Arrears	\$_____	(\$____per month x ____ # of months)
Total	\$ 0.00	

STAFFUSEONLY

Owner Acknowledgements

- I certify that I am the property owner (or authorized agent for the owner) of the above referenced property (Participants' Address).
- I certify that by accepting payments for rent arrearage in accordance with this Agreement, eviction proceedings against the participant will be suspended.
- If the Participants' tenancy is terminated prior to the period for which any advance Monthly Rent payments were made, I agree to return the unused balance of said funds to the WERAP Agency.
- Nothing in this Agreement precludes the owner/agent from using any and all remedies available under law, including the institution of eviction proceedings against the Participant, if the Participant fails to pay any future rent due after the date of this Agreement.

Property Owner's/Agent's Signature

Housing Agency Signature

Property Owner's/Agent's Name (Print)

Official Title

Property Owner's/Agent's Address & Phone

Request for Taxpayer Identification Number and Certification

**Give Form to the
 requester. Do not
 send to the IRS.**

▶ Go to www.irs.gov/FormW9 for instructions and the latest information.

Print or type. See Specific Instructions on page 3.	1 Name (as shown on your income tax return). Name is required on this line; do not leave this line blank.	
	2 Business name/disregarded entity name, if different from above	
	3 Check appropriate box for federal tax classification of the person whose name is entered on line 1. Check only one of the following seven boxes.	4 Exemptions (codes apply only to certain entities, not individuals; see instructions on page 3):
	<input type="checkbox"/> Individual/sole proprietor or single-member LLC <input type="checkbox"/> C Corporation <input type="checkbox"/> S Corporation <input type="checkbox"/> Partnership <input type="checkbox"/> Trust/estate	Exempt payee code (if any) _____
	<input type="checkbox"/> Limited liability company. Enter the tax classification (C=C corporation, S=S corporation, P=Partnership) ▶ _____ Note: Check the appropriate box in the line above for the tax classification of the single-member owner. Do not check LLC if the LLC is classified as a single-member LLC that is disregarded from the owner unless the owner of the LLC is another LLC that is not disregarded from the owner for U.S. federal tax purposes. Otherwise, a single-member LLC that is disregarded from the owner should check the appropriate box for the tax classification of its owner.	Exemption from FATCA reporting code (if any) _____
	<input type="checkbox"/> Other (see instructions) ▶ _____ (Applies to accounts maintained outside the U.S.)	
	5 Address (number, street, and apt. or suite no.) See instructions.	Requester's name and address (optional)
6 City, state, and ZIP code		
7 List account number(s) here (optional)		

Part I Taxpayer Identification Number (TIN)

Enter your TIN in the appropriate box. The TIN provided must match the name given on line 1 to avoid backup withholding. For individuals, this is generally your social security number (SSN). However, for a resident alien, sole proprietor, or disregarded entity, see the instructions for Part I, later. For other entities, it is your employer identification number (EIN). If you do not have a number, see *How to get a TIN*, later.

Note: If the account is in more than one name, see the instructions for line 1. Also see *What Name and Number To Give the Requester* for guidelines on whose number to enter.

Social security number	
[] [] [] []	- [] [] - [] [] [] [] [] []
or	
Employer identification number	
[] [] [] []	- [] [] [] [] [] [] [] [] [] []

Part II Certification

Under penalties of perjury, I certify that:

1. The number shown on this form is my correct taxpayer identification number (or I am waiting for a number to be issued to me); and
2. I am not subject to backup withholding because: (a) I am exempt from backup withholding, or (b) I have not been notified by the Internal Revenue Service (IRS) that I am subject to backup withholding as a result of a failure to report all interest or dividends, or (c) the IRS has notified me that I am no longer subject to backup withholding; and
3. I am a U.S. citizen or other U.S. person (defined below); and
4. The FATCA code(s) entered on this form (if any) indicating that I am exempt from FATCA reporting is correct.

Certification instructions. You must cross out item 2 above if you have been notified by the IRS that you are currently subject to backup withholding because you have failed to report all interest and dividends on your tax return. For real estate transactions, item 2 does not apply. For mortgage interest paid, acquisition or abandonment of secured property, cancellation of debt, contributions to an individual retirement arrangement (IRA), and generally, payments other than interest and dividends, you are not required to sign the certification, but you must provide your correct TIN. See the instructions for Part II, later.

Sign Here	Signature of U.S. person ▶	Date ▶
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General Instructions

Section references are to the Internal Revenue Code unless otherwise noted.

Future developments. For the latest information about developments related to Form W-9 and its instructions, such as legislation enacted after they were published, go to www.irs.gov/FormW9.

Purpose of Form

An individual or entity (Form W-9 requester) who is required to file an information return with the IRS must obtain your correct taxpayer identification number (TIN) which may be your social security number (SSN), individual taxpayer identification number (ITIN), adoption taxpayer identification number (ATIN), or employer identification number (EIN), to report on an information return the amount paid to you, or other amount reportable on an information return. Examples of information returns include, but are not limited to, the following.

- Form 1099-INT (interest earned or paid)

- Form 1099-DIV (dividends, including those from stocks or mutual funds)
- Form 1099-MISC (various types of income, prizes, awards, or gross proceeds)
- Form 1099-B (stock or mutual fund sales and certain other transactions by brokers)
- Form 1099-S (proceeds from real estate transactions)
- Form 1099-K (merchant card and third party network transactions)
- Form 1098 (home mortgage interest), 1098-E (student loan interest), 1098-T (tuition)
- Form 1099-C (canceled debt)
- Form 1099-A (acquisition or abandonment of secured property)

Use Form W-9 only if you are a U.S. person (including a resident alien), to provide your correct TIN.

If you do not return Form W-9 to the requester with a TIN, you might be subject to backup withholding. See What is backup withholding, later.