



Landlord Property Management Agreement and W-9 Information

The Direct Client Assistance (DCA) Program provides rental assistance to individuals and families who are residing in emergency shelters or experiencing street homelessness to move into housing, and to enable families with dependent children at imminent risk of homelessness to stabilize their housing. Working in partnership with supportive services agencies, shelter and outreach agencies in Franklin County, the Community Shelter Board provides assistance to individuals and families maintaining or moving into fair market rent or subsidized housing, some resident recovery programs and Rebuilding Lives units.

Community Shelter Board (CSB) has prepared this document to provide landlords and property managers with an understanding of why certain documents are required prior to releasing funds on behalf of our clients.

Property Management Agreement (PMA)

- A Property Management Agreement is a legal document that establishes a working relationship between the legal Property Owner and a Property Manager/Agent.
- The Property Management Agreement permits the Property Manager/Agent to manage, operate, rent and lease property on behalf of the Property Owner.
- The Property Management Agreement outlines how rent will be collected on behalf of the Property Owner (for protection of the client/tenant).
- The Property Management Agreement may be used for a single rental unit or multiple rental properties.
- CSB does not recognize automatic renewals since we have no way of knowing if the contract was actually renewed or terminated. Because of this a letter from the property owner (not the management company) is needed to confirm that they are still contracting with the property management company if the execution date is greater than 1 year.
- Property Management Agreements should be signed by both owner and Property Manager

W-9 Request for Taxpayer Identification Number and Certification

- CSB is required by law to have a W-9 for every landlord, property manager/agent, or property owner to whom funds are released.
- A W-9 is a document required by the IRS in order to report income paid to you by CSB through the DCA program.
- The correct W-9 requires:
 - Individual Property Owner = Social Security Number
 - Corporation, Partnership, or LLC Property Owner = Employer Identification Number

Property Management Agreements and W-9's may be faxed directly to CSB at 614.221.9199, Attention: DCA Program Administrator.