

ACH VENDOR/MISCELLANEOUS PAYMENT ENROLLMENT FORM

This form is used for Automated Clearing House (ACH) payments with an addendum record that contains payment-related information processed through the Vendor Express Program. Recipients of these payments should bring this information to the attention of their financial institution when presenting this form for completion. See reverse for additional instructions.

PRIVACY ACT STATEMENT

The following information is provided to comply with the Privacy Act of 1974 (P.L. 93-579). All information collected on this form is required under the provisions of 31 U.S.C. 3322 and 31 CFR 210. This information will be used by the Treasury Department to transmit payment data, by electronic means to vendor's financial institution. Failure to provide the requested information may delay or prevent the receipt of payments through the Automated Clearing House Payment System.

AGENCY INFORMATION

FEDERAL PROGRAM AGENCY

Housing Authority of the City of Allentown, PA

AGENCY IDENTIFIER:

PA004

AGENCY LOCATION CODE (ALC):

ACH FORMAT:

 CCD+ CTX

ADDRESS:

1339 W Allen Street

Allentown, PA 18102

CONTACT PERSON NAME:

Suzanne Harryn

TELEPHONE NUMBER:

(610) 439-8678 x241

ADDITIONAL INFORMATION:

fax 610-969-7546

PAYEE/COMPANY INFORMATION

NAME

SSN NO. OR TAXPAYER ID NO.

ADDRESS

CONTACT PERSON NAME:

TELEPHONE NUMBER:

()

FINANCIAL INSTITUTION INFORMATION

NAME:

ADDRESS:

ACH COORDINATOR NAME:

TELEPHONE NUMBER:

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NINE-DIGIT ROUTING TRANSIT NUMBER:

_ _ _ _ _

DEPOSITOR ACCOUNT TITLE:

DEPOSITOR ACCOUNT NUMBER:

LOCKBOX NUMBER:

TYPE OF ACCOUNT:

 CHECKING SAVINGS LOCKBOX

SIGNATURE AND TITLE OF AUTHORIZED OFFICIAL:

(Could be the same as ACH Coordinator)

TELEPHONE NUMBER:

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AUTHORIZED FOR LOCAL REPRODUCTION

SF 3881 (Rev. 2/2003)
Prescribed by Department of Treasury
31 U S C 3322; 31 CFR 210

Instructions for Completing SF 3881 Form

Make three copies of form after completing. Copy 1 is the Agency Copy; copy 2 is the Payee/Company Copy; and copy 3 is the Financial Institution Copy.

1. Agency Information Section - Federal agency prints or types the name and address of the Federal program agency originating the vendor/miscellaneous payment, agency identifier, agency location code, contact person name and telephone number of the agency. Also, the appropriate box for ACH format is checked.
2. Payee/Company Information Section - Payee prints or types the name of the payee/company and address that will receive ACH vendor/miscellaneous payments, social security or taxpayer ID number, and contact person name and telephone number of the payee/company. Payee also verifies depositor account number, account title, and type of account entered by your financial institution in the Financial Institution Information Section.
3. Financial Institution Information Section - Financial institution prints or types the name and address of the payee/company's financial institution who will receive the ACH payment, ACH coordinator name and telephone number, nine-digit routing transit number, depositor (payee/company) account title and account number. Also, the box for type of account is checked, and the signature, title, and telephone number of the appropriate financial institution official are included.

Burden Estimate Statement

The estimated average burden associated with this collection of information is 15 minutes per respondent or recordkeeper, depending on individual circumstances. Comments concerning the accuracy of this burden estimate and suggestions for reducing this burden should be directed to the Financial Management Service, Facilities Management Division, Property and Supply Branch, Room B-101, 3700 East West Highway, Hyattsville, MD 20782 and the Office of Management and Budget, Paperwork Reduction Project (1510-0056), Washington, DC 20503.



City of Allentown
Residential Rental Unit Registration Application
(Instructions follow the form)

1 – Rental Information

Rental Unit Street Address

Dwelling Units

Rooming Units

2 – Ownership Information

Print Owner's Full Name

Owner's Signature and Date

Owner's Address (No P.O. Box Numbers)

Phone Number

Additional Line for Address (if necessary)

Cell Phone Number

City

State Zip

Email Address

Insurance Carrier

Insurance Agent's Name

Insurance Agent's Address

Insurance Agent's Phone Number

3 – Lehigh County Agent

- Owners residing in Lehigh County **may** designate an agent to be named on the Registration/License displayed in the unit
- Owners residing outside of Lehigh County **must** designate an agent residing or working within Lehigh County to be named on the Registration/License displayed in the unit

Print Responsible Agent's Name

Contact Number

Agent's Address (No P.O. Box Numbers)

Email Address

Return to: Bureau of Building Standards and Safety
641 S. 10th Street
Allentown, PA 18103-3173
Phone: 610-437-7695 Fax: 610-437-7693
Website: www.allentownpa.gov

Instructions to Owners

To complete the Residential Rental Unit Registration Application:

1. List the street address and how many dwelling/rooming units you are registering
2. Complete the ownership information as requested
3. If your residence is outside of Lehigh County you **must** designate an agent that resides or works within Lehigh County. You **may** designate an in-county agent if you reside within Lehigh County. The designated agent's name, address, and phone number will be listed on the registration/license displayed in the unit. If no agent is designated, your name, address, and phone number will appear on the registration/license displayed in the unit.

ATTENTION LANDLORDS:

It is the responsibility of the owner to notify the Building Standards & Safety Bureau of any changes to the information that is provided on the original registration application.

The penalty for non-compliance with *Article 1759 – Licensing Residential Rental Units* – shall be the revocation of the residential rental registration or the residential rental license.

1759.05C Revocation of Residential Rental Registration

1759.06D Revocation of Residential Rental License

1759.99A (4) Reinstatement Fee – The fee to reinstate a revoked Residential Rental Registration or a Residential Rental License shall be one hundred (100) dollars per residential rental unit.

Reference: [City of Allentown Property Rehabilitation and Maintenance Code](#)

To access the Property Rehabilitation Code online visit the www.allentownpa.gov. Go to Government → Codified Ordinances → Part 17 (Building and Housing Codes) Part 3 → Property Rehabilitation Code

Please list additional addresses below (attach an extra sheet if necessary):

_____	_____
_____	_____
_____	_____

Most common reasons why units fail inspection

To: Housing Choice Voucher Owner / Landlords

From: Allentown Housing Authority

Listed below are the most common reasons that units fail Housing Quality Standards (HQS) inspection. Please pre-inspect your unit carefully before the scheduled inspection date. AHA will not enter into a HAP Contract or renew the contract with you until the unit passes an HQS inspection.

The 8 areas that will be reviewed for HQS are as follows:

1. Living Room
2. Kitchen
3. Bathroom
4. Other room used for living
5. Secondary rooms not for living (Basement/Attic)
6. Building exterior (Paint condition)
7. Heating and Plumbing
8. General Health and Safety

The unit must be free from **any** chipping, cracking, or peeling paint on the interior and exterior of the unit and building. (If you have a multi-unit building, the ENTIRE exterior and common areas are subject to inspection, not just the portion associated with the unit being inspected.

Inspectors must have access to all areas of the unit and property including the electrical and heating systems for the building to complete the inspection.

Inspectors must have access to all electrical outlets they can not be blocked by furniture at the time of inspection.

There must be a working smoke detector on every level of the unit including the basement; also there must be a smoke detector located inside every bedroom.

All light switches and outlets must have secured plate covers installed.

Every room used for living must have either two working outlets, or one working outlet and a permanently installed light fixture.

New Lease Packet

Please complete all sections of the attached forms. Sign and date forms and submit to our office within (15) days.

(1.) Request for Tenancy Approval (RFTA) (HUD-52517)

- a. Do not complete the RAFT if you're not willing to execute a lease with family.

(2.) Lead Based Disclosure Form

- a. Lessors must disclose the presence of known lead-based paint and/or lead based hazards in the dwelling.

(3.) Taxpayer Identification Number W-9

- a. Payments to landlord can not be processed until you provide this information.
- b. All landlord payments are reported to the IRS.

(4.) ACH Direct Deposit

- a. Owner must complete Financial Institution Information

(5.) Real Estate Tax

- a. Owner must certify payments of county, school district or municipal real estate taxes.

(6.) City of Allentown Residential Rental Unit/Registration Application

- a. All rental apartments in the City of Allentown must be licensed with the city. If unit is not licensed; RFTA will not be processed.
- b. If unit has any outstanding violations with the City of Allentown RFTA will not be processed.

(7.) Common Reasons Why Units Fail Inspection

General information for you to keep

(8.) Rent Increase Procedure Notice

General information for you to keep

PLEASE RETURN ORIGINAL PACKET, DO NOT FAX OR EMAIL.

Nuevo Paquete de Arrendamiento

Por favor, complete todas las secciones de los formularios adjuntos. Firme y ponga la fecha en las formas para presentar en nuestra oficina dentro de (15) días.

(1.) Solicitud de Aprobación de Tenencia (RFTA) (HUD-52517)

- a. No complete el RFTA si no está dispuesto a ejecutar un contrato de arrendamiento con la familia.

(2.) Forma de Pintura con Plomo

- a. Los arrendadores deben revelar la presencia de pintura a base de plomo conocida y/o plomo – riesgos de pintura basados en la vivienda.

(3.) Numero de Identificación de Pagador Fiscal W-9

- a. Pagos al propietario no puede ser procesado a menos que usted proporcione esta información.
- b. Todos los pagos al propietario son reportado al IRS.

(4.) ACH Depósito Directo

- a. Dueño debe completar información de la Institución financiera

(5.) Real Estate Tax

- a. Los propietarios deberá acreditar el pago de condado, distrito escolar o impuestos municipales.

(6.) Ciudad de Allentown Unidad de Alquiler Residencial / Solicitud de Registro

- a. Todas las localidades de alquiler en la ciudad de Allentown debe estar registrado con la ciudad. Si la unidad no está registrada el RFTA no sera procesado.
- b. Si la unidad tiene inspección pendientes con la ciudad de Allentown el RFTA no sera procesado.

(7.) Razones Comunes qué Unidades Fallan Inspección

- a. Para su información

(8.) Aviso de Procedimiento de Aumento de Alquiler

- a. Para su información

Landlord Information

Name: _____
First Name Last Name

Address: _____
Address Apt. #

City State Zip

Phone: _____ Cell Phone: _____

E-mail: _____

(If owner does not reside in Lehigh County, please complete the information below.)

Agent Name: _____
First Name Last Name

Address: _____
Address Apt. #

City State Zip

Phone: _____ Cell Phone: _____

E-mail: _____

*If circumstances change it is important to contact the Allentown Housing Authority (AHA) immediately.

Disclosure of Information on Lead-Based Paint and/or Lead-Based Paint Hazards

Lead Warning Statement

Housing built before 1978 may contain lead-based paint. Lead from paint, paint chips, and dust can pose health hazards if not managed properly. Lead exposure is especially harmful to young children and pregnant women. Before renting pre-1978 housing, lessors must disclose the presence of known lead-based paint and/or lead-based paint hazards in the dwelling. Lessees must also receive a federally approved pamphlet on lead poisoning prevention.

Lessor's Disclosure

(a) Presence of lead-based paint and/or lead-based paint hazards (check (i) or (ii) below):

(i) _____ Known lead-based paint and/or lead-based paint hazards are present in the housing (explain).

(ii) _____ Lessor has no knowledge of lead-based paint and/or lead-based paint hazards in the housing.

(b) Records and reports available to the lessor (check (i) or (ii) below):

(i) _____ Lessor has provided the lessee with all available records and reports pertaining to lead-based paint and/or lead-based paint hazards in the housing (list documents below).

(ii) _____ Lessor has no reports or records pertaining to lead-based paint and/or lead-based paint hazards in the housing.

Lessee's Acknowledgment (initial)

(c) _____ Lessee has received copies of all information listed above.

(d) _____ Lessee has received the pamphlet *Protect Your Family from Lead in Your Home*.

Agent's Acknowledgment (initial)

(e) _____ Agent has informed the lessor of the lessor's obligations under 42 U.S.C. 4852d and is aware of his/her responsibility to ensure compliance.

Certification of Accuracy

The following parties have reviewed the information above and certify, to the best of their knowledge, that the information they have provided is true and accurate.

_____	_____	_____	_____
Lessor	Date	Lessor	Date
_____	_____	_____	_____
Lessee	Date	Lessee	Date
_____	_____	_____	_____
Agent	Date	Agent	Date

Real Estate Tax

As stated in the Allentown Housing Authority Housing Choice Voucher Program Administrative Plan, owners must certify to payment of county, school district or municipal or real estate taxes at initial lease up and at the annual renewal of contract.

I hereby certify that I do do not (check one) owe any county, school district or municipal real estate taxes.

Owner Name

Address of Owner

Signature of the Owner

Signature of Property Manager/Agent

Date

Date

Address _____ Tax ID _____

	Amount Owed	Amount Paid	Date
City	\$ _____	\$ _____	_____
County	\$ _____	\$ _____	_____
School District	\$ _____	\$ _____	_____

Attach copy of receipt (if possible)

Rent Increase Procedure Notice

To: Housing Choice Voucher Program

From: Allentown Housing Authority

This notice explains the rent increase process with the Allentown Housing Authority (AHA). The following policy will be strictly followed and enforced:

- Owner and landlord may not increase the family's rent prior to the anniversary date of the first term of Housing Assistant Payment Contract.
- Thereafter the Contract date is the family's anniversary date with the program.
- Owners may request an increase in the rent only when a written request notice is received 60 days prior to the anniversary date to the tenant family and the AHA.
- The increase request must be sent directly to the family with a copy sent to AHA.
- Only one increase every twelve months is permitted.
- In the event the AHA and the family receive notice less than 60 days prior to the contract anniversary and/or not meet the Rent Reasonableness No Rent Increase will be granted for the upcoming year.