ORANGE COUNTY
OC Community Resources
Our Community. Our Commitment.

Orange County Housing Authority

1501 E. St. Andrew Place • Santa Ana, CA 92705
(714) 480-2700 • California Relay Service (800) 735-2929
http://www.ochousing.org

OWNER DOCUMENT CHECKLIST

OWNER: _____

TENANT: _____

RENTAL PROPERTY ADDRESS: _____

_____

PLEASE SUBMIT THE FOLLOWING COMPLETED DOCUMENTS:

- ✓ **Copy of the Recorded Grant Deed for the above listed property**
- ✓ **Copy of the Current Property Tax Bill for the above listed property (No Homeowner Exemption Claimed)**
- ✓ **Copy of the Property Owner's *Social Security Card*; or Employer's ID Assignment number from the Internal Revenue Service, also known as *Federal ID Number***
- ✓ **Direct Deposit form (return original)**
- ✓ **Declaration of Ownership and Authorization form (return original)**
- ✓ **W-9 form (return original)**
- ✓ **Property Management Agreement (if applicable)**
- ✓ **Housing Assistance Payments Contract (if applicable)**

FOR NEWLY PURCHASED PROPERTY, PLEASE INCLUDE:

- ✓ **Copy of the Final Escrow statement; or Copy of the Current Property Tax Bill for the above listed property (No Homeowner Exemption Claimed)**

PLEASE NOTE: Payment cannot be issued until our office receives all required documentation of ownership. Please submit by: _____

_____ _____

Housing Specialist ***Phone Number***