

PBCA - PROPERTY CONTACT and SIGNATURE AUTHORIZATION FORM

*This is formal notice of personnel authorized to sign official Section 8 business documents, including certifications (HUD 50059s), Housing Assistance Payments (HAP) Vouchers (HUD 52670s), Contract Renewal Worksheets & Contracts, Rent Schedules (HUD-92458) and Special Claims. **Please complete all areas!***

Property Name: _____ Property Number: KY36 _____
 Property Address: _____

Site-Contact –Name & Title: _____
 Phone: _____ Email: _____ Fax: _____

Special Claims Contact – Name & Title: _____
 Phone: _____ Email: _____ Fax: _____

Tenant Concerns Contact Name & Title: _____
 Phone: _____ Email: _____ Fax: _____

Contract Renewal Contact Name & Title: _____
 Mailing Address: _____
 Phone: _____ Email: _____ Fax: _____

Property Supervisor Name & Title: _____
 Mailing Address: _____
 Phone: _____ Email: _____ Fax: _____

Management Company: _____
 Management Contact Name: _____ Title: _____
 Mailing Address: _____
 Phone: _____ Email: _____ Fax: _____

Person Responsible for your HAP Voucher and TRACS transmissions
 Name and Title: _____
 Phone: _____ Email: _____ Fax: _____

Signatory Authority for HRS System Name: _____

Print Owner Contact/Authorized Agent Name & Title: _____

Signature: _____ **Date:** _____
 Mailing Address: _____
 Phone: _____ Email: _____ Fax: _____

NOTE: The personnel listed above will continue to have such signature authorization until KHC is notified, in writing, of any changes. You are responsible for timely reporting any staffing changes to KHC.

Complete both pages and return the forms via e-mail to:
pbcapropertycontactinformation@kyhousing.org

1231 Louisville Road • Frankfort, Kentucky 40601-6191 • 502-564-7630 • 800-633-8896 • TTY 711 • Fax 502-564-5708 • www.kyhousing.org



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Additional Property Specific Changes to Report:

Rental Inquiries Contact Name: _____ **Dept:** _____

DUNS number change?

Are you reporting a change in the **DUNS#**? If so, what is the new number _____

083 – Project Number change?

If you have paid off a HUD mortgage or refinanced, your project number may have changed. Please check with your HUD AE. If you are reporting a change in the **083#** the new number is _____

TIN number change?

If your TIN number has changed, we must have a completed W-9 form submitted. This will be used for IRS reporting requirements. _____

Bank Account change?

You must submit a new Direct Deposit form and attach a copy of a voided check or letter from the bank to verify account number and routing number. This information will need to be verified by KHC with the owner/agent.

TRACSM – ID change?

Are you reporting a change in the **TRACSMail ID**? If so, what is the new number that you will be using to transmit tenant files and voucher data? _____

Name of your Software Company/Vendor: _____

NOTE: Any change in the information listed above can result in a delay to your monthly HAP payment if changes are not reported timely allowing KHC time for processing!

If you have changed the TIN, DUNS and/or the 083# you must make sure to update your software so that the new information is included in future voucher transmissions. KHC must also have this information updated in our software to match. If you have not reported these changes and/or HUD has not approved the owner/agent change it could cause a delay in receiving your monthly housing assistance payment (HAP).

Staffing changes – Do you need to report staff changes for removal from our property contact list?

Please remove the following person(s) no longer with the company or property:

Owner and/or Management Agent Changes – MUST be approved by HUD!

If your property has sold to a new owner or you have refinanced which has resulted in a required owner entity name change you must first seek HUD approval and be sure to report all of the above changes to KHC so we can update our information and ensure that we are communicating with the correct people associated with your property.

NOTE: We realize how important it is to keep information confidential; therefore, if you are reporting information to us that must be marked as Private or Confidential (such as banking information) and you do not have a way to send it to us encrypted via email contact us and we can assist you.

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Important Notice to all PBCA Property Owners/Agents

KHC utilizes a Housing Assistance Payments Reports System (HRS)

Per the HUD MAT Guide, we as the Contract Administrator (CA) are required to return all TRACS and CA software generated messages to owners and we do so using the TRACS system. Therefore, it is not mandatory that you use our HRS system. KHC created the HRS system in 2018. This system is more user friendly and provides additional information outside of just sharing TRACS error messages. This system provides O/As with a safe and secure way to access their property and payment information (including historical reports). O/As can choose to provide their staff with access or limit it to one person. The following information is currently provided in HRS:

- **Voucher Reports** - All current and previous monthly Housing Assistance Payment (HAP) reports, including option to view any special notations provided by KHC staff regarding: file errors, late recertifications, missing move-ins and more making it easy for the o/a to reconcile payments. You can also check the status of the most recent HAP report to see if the report is marked as final and submitted to HUD for approval
- **Entity Report** - View property contact information reflected in our system, so you know when to submit changes/updates. This is especially important if you have had a staff member leave your company. This report will show you who is still reflected as a contact for your property within our system.
- **Rent Schedule Report** – This report will show all past rent increases for the property selected.
- **Payment History Report** – provides option to view all total payments including date paid.

HRS is a way to securely share information with property owners, management agents and their authorized staff. These reports are available any time and should be used by O/As as a tool to reconcile their monthly subsidy payments. A complete history of HAP reports is maintained and can be accessed at any time in one area for all your properties. This is especially helpful for financial auditing purposes.

All property owners and/or management company groups have been assigned a main point of contact known as the Signatory Authority. The Signatory Authority is the duly authorized representative of the owner and/or management company. The Signatory Authority is responsible for assigning other staff member(s) as Coordinator(s) for the HRS as well as removing staff when necessary. Management Companies can choose to group all properties in a portfolio together or keep each property report separate.

NOTE: If you need to report changes to your Signatory Authority, please contact us using the email address below.

Having trouble accessing HRS?

If you would like to request a change to your Signatory Authority, are have trouble accessing the system, or if you have other general questions regarding HRS please contact KHC using the following email address: pbcapropertycontactinformation@kyhousing.org.

HRS Training Document can be located at <https://wapps.kyhousing.org/HRS/Docs/SATrainingDocument.pdf>.