

North Providence Housing Authority

945 Charles Street
North Providence, Rhode Island 02904



Carol Pontarelli, Chairman
Rosemary Andreozzi, Vice Chairman
Armand Milazzo, Commissioner
June DiLorenzo, Commissioner
John Fleming, Commissioner

Telephone (401) 728-0930 Fax (401)-728-2126
E-mail: marsenault@nphousing.org
Relay RI - 711
Marilee Arsenault
Executive Director

NOTICE TO LANDLORD – PLEASE READ

Your prospective tenant has qualified for and is entitled to housing assistance under the section 8 Housing Choice Voucher Program here in the Town of North Providence. For your information, the PHA has not screened this tenant's behavior or suitability for tenancy. Such screening is your responsibility as the owner. Please fill out the attached Request for Tenancy Approval. The PHA also requests that you attach the following documents to this form.

1. **Certificate of Liability Insurance.** You may contact your insurance agency and have him/her fax a copy to our office. Our fax number 1-401 728-2126
2. **Lead Disclosure Form:** This form is attached to the Request for Tenancy Approval and must be signed by you and your prospective tenant.
3. **Form W-9:** Request for Taxpayer Identification number and Certification. Please fill out completely/ (this only applies to landlords who have not leased a unit before)

IMPORTANT:

IF THE ABOVE DOCUMENTS ARE NOT RETURNED TO OUR OFFICE BY THE 10TH OF THE MONTH, WE WILL NOT BE ABLE TO SUBSIDIZE THIS TENANT FOR THE REQUESTED BEGINNING DATE OF THE LEASE. (Example: In order to lease-up for the 1st of the following month, all above forms should be submitted no later than the 10th of the present month.)

If you have any questions about the Program, please contact the Section 8 Coordinator at the above number.