



Strengthening Homes, Communities and Lives  
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[www.rupco.org](http://www.rupco.org)



**OWNER/AGENT DATA FORM**

If you are a participating landlord with RUPCO you do not need return this form.

Owner Legal Name			
Owner Legal Address			
Telephone		Email	
Social Security Number/ Employer Identification Number		Individual that will receive 1099	
Managing Agent		Telephone	
Address			
I am claiming EXEMPT status from backup withholding (If yes, you must fill in Part II of the W-9 form.)			<input type="checkbox"/> Yes <input type="checkbox"/> No

I certify that I am the present owner of the property identified above.

I certify that all of the information I have provided in this packet is true to the best of my knowledge.

Property Owner(s) or Manager(s) Signature(s)	Date

**Documentation Requirements (please attach the following if applicable)**

<b>LLC</b>	A letter stating name(s) of member(s) on LLC letterhead
<b>LP</b>	A letter stating name(s) of general partner(s) on LP letterhead
<b>Corporation (Corporation and LTD)</b>	A letter signed by the corporate officer on corporate letterhead with corporate seal, providing: 1) Name of the corporate President 2) Name of another corporate officer who will sign leases and contracts 3) If leases and contracts are being executed by anyone other than a corporate officer, authorization for this person or entity to execute leases and contracts on behalf of the corporation.
<b>Trust</b>	A copy of the trust deed and a Rider to the Request of Tenancy Approval form signed by all trustees and the tenant. The copy of the trust deed must have the full disclosure of all beneficiaries.

Acceptable Proof of Ownership	Unacceptable Proof of Ownership
Copy of Social Security Card/ Driver's License Settlement statement Trust agreement Recorded deed with Schedule A Recorded quit claim Recorded judicial sale deed	Tax bill Mortgage documents Unrecorded deeds Deeds that do not include an official stamp from the county recorder's office on the upper right-hand corner of the document

**Warning: Section 1001 of Title 18, of the U.S. Code makes it a criminal offense to make willful false statements or misrepresentations to any Department of Agency of the U.S. as to any matter within its Jurisdiction.**