



<i>For Office Use Only:</i> New ____ Update ____ No Change ____ PO initials ____ Tenant Name _____
--

Owner Information

IMPORTANT: This document does not take the place of IRS Form W-9.

***All payments will be direct deposited once account information on the ACH Transfer/Deposit form is processed.**

Name: _____
 Name must match tax ID on S.S. card or tax ID award letter

Physical Address: _____

Mailing Address: _____

SSN or Tax ID: _____

Phone Number: _____

Email Address: _____

Property Manager Information

Name: _____

Mailing Address: _____

Phone Number: _____

Email Address: _____

Mail Correspondence & Payments to: Owner or Property Manager

Mail 1099 to: Owner or Property Manager

 Signature Date

Additional Information (optional)

Would you like to list your rental properties on MaineHousingSearch.org?
 YES NO ALREADY LISTED

- MaineHousing refers all potential tenants to www.mainehousingsearch.org to locate available housing. This is a free online rental listing service that links people who need housing with the housing they need. Tenants can search on line or call 1-877-428-8844 for customer service assistance.
- If you checked Yes, MaineHousing will provide your contact information to Socialserve and a representative will contact you directly to gather the information needed to list your units. Socialserve will then contact you periodically to update the vacancy status of your rental units or you can register directly at mainehousingsearch.org and manage your own account.