Preparing for TRAM – Landlord Documentation

The online application will ask for the following Landlord Information:

- Name
- Address
- E-mail
- Telephone Number

Applicants will be required to upload or e-mail the following Lease or Rental documentation:

- Copy of executed Lease Agreement
- Proof of delinquent rent balance (i.e., Landlord’s request/demand for payment, or Notice to Vacate)

Note: Documentation must state the amount of rent arrears, including an itemized listing of all fees.

In addition, Landlords will need to provide the following documents to facilitate rental payments on behalf of the applicant:

- Proof of Legal Ownership
- W-9 For Owner; W-9 Form for Payee (if Payee will be someone other than Owner) (Attached)
- Verification of Tax ID: Social Security Number (Copy of Social Security Card), Employer Identification Number (Must be confirmation letter from the IRS – for 1099 verification)
- Direct Deposit Form (Attached): A voided check - no deposit slips will be accepted
- Management Agreement (if applicable): The Owner must provide a copy of the most current Texas Association of REALTORS® (TAR)/Texas Real Estate Commission (TREC) management agreement form or a notarized statement specifying the designee(s) and signed by the Owner
- Copy of Government Issued I.D. for Payee/Owner
Temporary Rental Assistance Measure (TRAM)

Authorization Agreement for Direct Deposit Payment

Name of Payee: ________________________________________________________________________

Vendor/Landlord Contact Name: __________________________________________________________

Phone # _________________________    Fax #____________________________

Email address: _________________________________________________________________________

Name of Bank or Financial Institution_______________________________________________________

Name on Account: _____________________________________________________________________

Account Number: ______________________________________________________________________

Routing Number: ______________________________________________________________________

Account Type:   [ ] Checking       [ ] Savings

SS/Tax ID Number: ______________________________________________________________________

Payee Information and tax ID must match W9

Tenant’s name and Rental Property Address:

___________________________________________________________________________________

___________________________________________________________________________________

I hereby authorize the Housing Authority of Bexar County to initiate credit and if necessary, debit entries and adjustments for any credit entries made in error to my account. By signing below, I attest that to the best of my knowledge that all facts and data on which this information is based on are true and correct and that I am authorized to make such request and changes.

________________________________________   __________________________
Signature        Date

________________________________________   __________________________
Signature        Date