

Georgia Housing Voucher Program (GHVP)

GHVP-0: SharePoint Submission Checklist



Submitting Provider and Staff Contact Information:

Provider Agency: _____ Provider Staff Name: _____

Provider Staff Contact: Email: _____ Phone: _____

Submission Information:

Date of Packet Completion: _____ Client Name: _____ NTP #: _____

All documents listed are required unless marked as optional.

New Lease Submission	Renewal Submission
GHVP-1: Notice to Proceed	<i>If applicable</i> , GHVP-9: Notice to Stop Payment
GHVP-4 Part 1: Tenant Information Form , and GHVP-4 Part 2: Landlord Enrollment Form	GHVP-4 Part 1: Tenant Information Form , and GHVP-4 Part 2: Landlord Enrollment Form
IRS W-9 Form for the Landlord Legal Entity	IRS W-9 Form for the Landlord Legal Entity
IRS Form 147C or IRS Form CP575A (<i>For commercial landlords</i>) <i>OR</i> Copy of Social Security Card (<i>For private citizen landlords</i>).	IRS Form 147C or IRS Form CP575A (<i>For commercial LLs</i>) <i>OR</i> Copy of Social Security Card (<i>For private citizen LLs</i>)
New Lease signed by tenant and landlord.	Renewed Lease signed by tenant and landlord.
GHVP 2: Lease Addendum (First 4 pages only)	GHVP-2: Lease Addendum (First 4 pages only)
GHVP-5: Payment Standard and Rent Determination	GHVP-5: Payment Standard and Rent Determination
GHVP-14: Declaration of Citizenship with accompanying document. <i>Form does not require notarization. Affidavit of lawful status does.</i>	<i>Citizenship documentation is not required for renewal packets.</i>
Request for Tenancy Approval: A copy of the approval email.	Request for Tenancy Approval: A copy of the approval email.
GHVP-3: Bridge Funding Request Form	GHVP-3: Bridge Funding Request Form
HQS Inspection documentation indicating Initial Inspection passed.	HQS Inspection documentation indicating Annual Inspection passed.
Picture ID for all <i>adult</i> household members is best practice.	Picture ID for all <i>adult</i> household members.
Social Security Card or Verification Letter for all household members must be provided OR applied for. (<i>check one below</i>) <input type="checkbox"/> SS Card/Letter included in packet, OR <input type="checkbox"/> SS Card applied for <i>*If applied for, must submit upon receipt*</i>	Social Security Card or Verification Letter for all household members. <input type="checkbox"/> SS Card included in packet, OR <input type="checkbox"/> SS Card applied for <i>*If applied for, must submit upon receipt*</i>
Birth certificates for all household minors , to validate family relationship.	Birth certificates for all household minors , to validate family relationship.
Birth Certificates for household members. (<i>check one below</i>) <input type="checkbox"/> BC included in packet <input type="checkbox"/> BC has been applied for <i>*If applied for, must submit upon receipt*</i>	Birth Certificate for all household members Not required if previously submitted and on file. <input type="checkbox"/> BC included in packet <input type="checkbox"/> BC previously provided
Verification of Income for all household members (Wages - 2 most current pay stubs or letter from employer, TANF, child support, SSI/SSA, VA benefits, Pensions, etc.)	Verification of Income for all household members (Wages - 2 most current pay stubs or letter from employer, TANF, child support, SSI/SSA, VA benefits, Pensions)
GHVP-23: Zero Income Form (<i>If applicable</i>)	GHVP-23: Zero Income Form (<i>If applicable</i>)
GHVP-19: Acknowledgment of Tenant Responsibilities	GHVP-19: Acknowledgment of Tenant Responsibilities
GHVP-20: Release of Information Form	GHVP-20: Release of Information Form
GHVP-21: Housing Support Program Acknowledgment	GHVP-21: Housing Support Program Acknowledgment Form.