



## Alameda County Health Care Services Agency (HCSA) – Housing Assistance Fund Information for Property Owners & Managers

**Thank you for your interest in the Housing Assistance Fund!** The Fund provides one time or short-term financial assistance for housing costs for qualified applicants who are receiving services from specific Alameda County Health Care Service providers. **All payments are made directly to third parties: landlords, property managers or hotel/motel operators.**

Funds may be used for:

- Back rent/arrears that a tenant owes and must be paid in order to avoid an eviction;
- Security deposit on a new place to live and/or first month's rent;
- Short-term/temporary housing payments while permanent housing or income is being secured.

Applications are submitted by service providers in partnership with applicants and include information about the applicant's housing situation. **Information is also needed directly from the Property Owner (Landlord) or Property manager for payments to be made on behalf of the applicant.**

### **Required Documentation from Property Owner/Property Manager**

In order to make payment, our finance department requires a **signed, original invoice and signed, original W-9 form. These two (2) documents cannot be faxed; the originals need to be mailed.** Once the paperwork is complete, payment is typically made within 5 business days.

**Please submit the following documents by mail or via hand delivery** via the applicant's service provider:

- Fully completed, signed, original invoice
- Original W-9 form with signature
- HCSA Housing Assistance Fund Vendor Form

The name on the forms must remain consistent. For example, if the check is made payable to "ABC Property Management," the W-9 form should include this name and the Vendor Form should include this name.

In addition, in some cases the property owner or property manager may also be asked to provide a copy of the lease, if the applicant does not have a current copy. We must establish tenancy in order to pay the requested housing costs.

**Mailing address:** HCSA Housing Assistance Fund, Housing Services Office,  
Attn: Martin Pacheco  
1404 Franklin Street, Ste. 200  
Oakland, CA 94612

**For more information,** please call Martin Pacheco at the Housing Services Office: Tel. (510) 891-8930; Fax 1 (877) 341-5867

**Forms Attached:** Invoice Form  
HCSA Housing Assistance Fund Vendor Form  
W-9