

# Unit Information Form

(To be completed by Landlord/Agent)

**Dear Prospective Landlord:**

**Thank you for your interest in the Section 8 Program. We look forward to working with you in an effort to provide safe, sanitary housing for Section 8 participants.**

**To place your unit(s) on our housing list, please complete the following information:**

**OWNER NAME:** \_\_\_\_\_

**AGENT NAME:** \_\_\_\_\_

**CONTACT NUMBERS: DAY** \_\_\_\_\_ **NIGHT:** \_\_\_\_\_

**1. UNIT ADDRESS:** \_\_\_\_\_

\_\_\_\_\_ **ZIP CODE** \_\_\_\_\_

**2. DATE LISTED:** \_\_\_\_\_ **DATE AVAILABLE** \_\_\_\_\_

**3. BUILDING TYPE:**

- Single Family; Detached Home
- Mobile Home
- One Level Bldg.; Attached Home, 2 or more Apts.,
- Row House, Duplex, Garden Walkup
- Multi-Level Bldg.; Townhouse, Hi-Rise, 2 or more Apts.

Characteristics	Data
<b>4. Unit Condition</b> (Check One)	<input type="checkbox"/> Excellent (Exceeds HQS) Housing Quality Standards <input type="checkbox"/> Good (Meets HQS) <input type="checkbox"/> Fair (Minimum repairs needed) <input type="checkbox"/> Poor (Many repairs needed)
<b>5. Unit Size</b> (Check One)	<input type="checkbox"/> Large (3+ Bedroom Units) <input type="checkbox"/> Medium (2 Bedroom Units) <input type="checkbox"/> Small ( 1 Bedroom Units)
<b>6. Square Footage (Best Estimate)</b>	
<b>7. Number of Bedrooms</b>	
<b>8. Number of Bathrooms</b>	
<b>9. Unit Age</b> (Check One)	_____ Year Constructed  <input type="checkbox"/> 0 – 5 years <input type="checkbox"/> 6 – 20 years <input type="checkbox"/> 21 – 50 years <input type="checkbox"/> 50 + years
<b>9. Owner Provided Amenities:</b>	<input type="checkbox"/> Ceiling Fans <input type="checkbox"/> Central Air <input type="checkbox"/> Window Air Conditioner <input type="checkbox"/> Garbage Disposal <input type="checkbox"/> Covererd/Off Street Parking <input type="checkbox"/> Washer/Dryer Hook-Up <input type="checkbox"/> Dishwasher <input type="checkbox"/> Washer <input type="checkbox"/> Dryer <input type="checkbox"/> Laundry Facilities <input type="checkbox"/> Working Fireplace

*\*NOTE: Please call (334) 206-7159 to inform us when your unit has been rented. This will help us provide our participants with an accurate updated housing list. This form can be faxed in @ (334) 206-7204.*

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	<input type="checkbox"/> <b>Carpeting</b> <input type="checkbox"/> <b>Refrigerator</b> <input type="checkbox"/> <b>Range</b> <input type="checkbox"/> <b>Cable Ready</b> <input type="checkbox"/> <b>Security System</b> <input type="checkbox"/> <b>Any other Modern Appliance</b> <input type="checkbox"/> <b>Energy Efficient Certified Unit</b> <input type="checkbox"/> <b>Handicap Accessible</b> <input type="checkbox"/> <b>Other:</b> _____
<b>10. Location</b> <b>(Check One)</b>	<input type="checkbox"/> <b>High Rent Area (Most Favorable Community With additional community amenities such as recreational facilities, security systems, modern appliances and etc.)</b> <input type="checkbox"/> <b>Medium Rent Area (Less Favorable than high rent area) Typically an older community and property finishes are good with adequate systems and appliances.</b> <input type="checkbox"/> <b>Low Rental Area. (Much older communities With varying degrees of maintenance)</b>
<b>11. Owner Paid Utilities</b> <b>(Check All that Apply)</b>	<input type="checkbox"/> <b>Heating</b> <input type="checkbox"/> <b>Cooking</b> <input type="checkbox"/> <b>Other Electric</b> <input type="checkbox"/> <b>Air Conditioning</b> <input type="checkbox"/> <b>Water Heating</b> <input type="checkbox"/> <b>Water/Sewage</b> <input type="checkbox"/> <b>Trash Collection</b> <input type="checkbox"/> <b>None</b>
<b>12. Monthly Rent</b>	\$ _____
<b>13. Housing Services</b>	<input type="checkbox"/> <b>Landlord Provided Services</b> <input type="checkbox"/> <b>No Service</b> (Ex. Basic Cable, Transportation for Elderly, Lawn Care, etc.)
<b>14. Maintenance</b>	<input type="checkbox"/> <b>On Site Maintenance</b> <input type="checkbox"/> <b>Off-Site</b>

**Completed by:** \_\_\_\_\_  
 (Print Landlord/Agent Name)

**Signature:** \_\_\_\_\_  
 (Landlord/Agent)

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