



**City of Glendale
Community Housing Division
6842 N 61st Ave
Glendale AZ 85301
623-930-2180**

**TO SECTION 8 LANDLORDS
NOTICE OF TAX REGISTRATION REQUIREMENTS AND ADDITIONAL INFORMATION FOR ALL
LANDLORDS WHO LIVE OUTSIDE OF MARICOPA COUNTY, ARIZONA**

Dear Section 8 Landlord:

Please be advised that in accordance with A.R.S. § 33-1902 an owner of a residential rental property in Maricopa County must register certain information relating to the property and its ownership with the Maricopa County Assessor. In order to continue to receive your HAP payment, you must provide proof that your property has been registered with Maricopa County as a rental property. Registration forms are available at http://www.maricopa.gov/Assessor/Residential_Property_links.aspx.

In accordance with city code, 21.1, property owners with one or more residential units rented or available for rent must pay tax to the City of Glendale on the units located within the City. In order to continue to receive your HAP payment, you must provide our office with proof that your property has been registered with the City of Glendale's Tax and License Division. Application forms are available at <http://www.glendaleaz.com/taxandlicense/Forms.cfm>.

In addition, Glendale Section 8 landlords who reside outside of Maricopa County must have a local agent. Glendale City Code, Section 29.1-39 (a) states, "Owners of residential rental property located within the city, who reside outside Maricopa County, shall designate a person residing within Maricopa County as the local agent for the owner to receive notices relative to the property. The name, address, and telephone number of this designated agent shall be provided to the city upon request or upon service of a notice." If you are a landlord with a Section 8 property, and you live outside of Maricopa County, in order to continue to receive your HAP payment, you must provide our office with the name and contact information for your local agent.

Failure to provide these documents will disqualify your property from the program.

If you have any questions, please contact Erin O'Neil at 623-930-3702.

Sincerely,
Glendale Community Housing