



[www.hacanet.org](http://www.hacanet.org)

# REQUEST FOR PROPOSAL FOR

**LEGAL SERVICES**  
**LANDLORD/TENANT ISSUES**

PAMI-23-P-0251

HOUSING AUTHORITY OF THE CITY OF AUSTIN  
1124 South IH 35  
AUSTIN, TX 78704

AN EQUAL OPPORTUNITY EMPLOYER

Please submit completed bid packets to:

[https://ha.internationaleprocurement.com/requests.html?company\\_id=10217](https://ha.internationaleprocurement.com/requests.html?company_id=10217)

Questions deadline is April 14 2023 5:00PM/CST

Answers posted online by April 21, 2023 5:00PM/CST

**Due Date** May 12, 2023 5:00PM/CST

## **NOTICE TO BIDDERS**

Each Bidder shall complete:

1. Vendor Data Sheet
2. Statement of Bidders Qualification
3. Non-Collusive Affidavit
4. IRS Form W-9

Any addenda issued during the time of bidding are to be covered in the proposal, and in closing a contract they will become a part thereof.

The Housing authority has set a goal of 20% participation by Minority and/or Women-owned business firms in its projects. Documentation of your organization in efforts to satisfy this goal may be required.

For any information concerning any part of this Request for Proposal, contact Michael Roth, Director of Housing Operations & Policy at [https://ha.internationaleprocurement.com/requests.html?company\\_id=10217](https://ha.internationaleprocurement.com/requests.html?company_id=10217).

The competency and responsibility of bidders will be considered in awarding these contracts. The Owner shall have the right to reject any or all bids, or to reject a bid not accompanied by any required bid security, or other data required to be submitted with a bid, or to reject a bid which in any way incomplete or irregular. It is the intent of HACA to award a contract to the lowest responsible bidder provided the bid does not exceed available funds. HACA shall have the right to waive any informality or irregularity in any bid, or bids, and to accept the bid in its judgment that is in its own best interest.

**REQUEST FOR PROPOSAL  
LEGAL SERVICES  
LANDLORD/TENANT ISSUES  
PAMI-23-P-0251**

**SECTION 1**

Proposals must be submitted and received no later than May 12, 2023 at 5:00 PM/ CST in order to be considered. Proposals must be submitted via [https://ha.internationaleprocurement.com/requests.html?company\\_id=10217](https://ha.internationaleprocurement.com/requests.html?company_id=10217)

HACA reserves the right to reject any or all responses and waive any informalities in the response process.

Questions concerning this proposal should be directed to Michael Roth, Director of Housing Operations & Policy online at [https://ha.internationaleprocurement.com/requests.html?company\\_id=10217](https://ha.internationaleprocurement.com/requests.html?company_id=10217). The deadline for questions is April 14, 2023 5:00PM/CST. All questions and answers will be posted online. This Request for Proposal (RFP) does not commit PAMI to award a contract or to pay any costs incurred in the preparation of a proposal responsive to this request.

**PROPOSAL SPECIFICATIONS**

**1. BACKGROUND**

Pathways Asset Management, Inc (PAMI) is a subsidiary of the Housing Authority of the City of Austin (HACA), a public entity that was formed in 1937 to provide federally subsidized housing and housing assistance to low-income families, within the Austin, Texas area. PAMI is headed by a President & CEO, is governed by a five-person board of commissioners, and is subject to the requirements of PAMI's Procurement Policy. HACA owns and operates 18 housing developments and several administrative buildings. PAMI serves as the management company which operates 15 of the 18 HACA owned housing developments. PAMI requires the services of an attorney to represent PAMI in landlord/tenant related issues and/or lawsuits incurred during the conduct of its business. The purpose of this RFP is to establish a fixed hourly rate for an indefinite quantity contract. PAMI may award multiple contracts for this service.

**2. TERM OF CONTRACT**

This contract will be effective from the date the contract is signed by both parties for a one (1) year contract, with an option to renew four (4) additional years.

### **3. PUBLIC INFORMATION ACT**

Information Submitted to HACA is public information and is available upon request under the Texas Public Information Act, chapter 552 of the Government Code (the "Public Information Act"). A vendor submitting any information it considers confidential (such as trade secrets or commercial or financial information) which it desires not to be disclosed, must clearly identify all such information in its proposal. If a vendor's designated confidential information is requested from HACA, HACA shall notify the vendor of the request so that the vendor shall have the opportunity, under the Public Information Act, to present its arguments to the Texas Attorney General, who shall make the final determination whether the information is excepted from disclosure. HACA will deem Information not clearly identified as confidential as being non-confidential and available for release under the Public Information Act unless some other exception applies.

### **4. GENERAL CONDITIONS**

#### **A. Insurance**

Contractor shall require its carrier to place HACA on its insurance policy as an additional insured and provide HACA with Certificates of Insurance, from an insurance company authorized to do business in the State of Texas, certifying that Contractor, and HACA, as an additional insured, is covered by commercial general liability insurance with bodily injury and property damage in a minimum amount of \$500,000 per occurrence and that Contractor is covered by automobile liability insurance in the minimum amount of \$500,000 per occurrence. Additionally, the Contractor shall obtain Worker's Compensation insurance in accordance to State law

#### **B. Billing**

Detailed billing shall be submitted monthly, listed by date of service, with sufficient narrative to allow PAMI to identify the property (Exhibit A), subject matter and corresponding hours billed.

#### **C. Maximum Fees**

It is expressly understood and agreed that in no event will the aggregate total compensation and reimbursement, if any, to be paid under this contract, exceed the maximum of \$100,000 per year for all services rendered. Attorney, with the concurrence of PAMI, may submit to HACA a written request containing legal justification in support of any request for an increase in the amount of the aforementioned maximum sum.

#### **D. Litigation Expenses and Travel**

Attorney shall be reimbursed for such out of pocket expenses as travel expenses, filing fees, witness fees, printing expenses, and similar costs relating to the litigation

and customarily charged to a client, provided that such expenses shall not include normal office operating expenses and shall otherwise be necessary and reasonable.

#### **E. Disputes**

Disputes on charges will be handled as follows:

The parties shall seek to resolve any controversy between them, first, by negotiating or mediating with each other in good faith negotiations between the respective principles of the parties; and, then, if negotiation is unsuccessful, by arbitration.

In this Agreement all claims, disputes, controversies and other matters in question between the parties to this Agreement, or to the breach thereof, and which cannot be resolved by the parties shall be settled by arbitration in accordance with this Agreement and the following procedure:

1. Any arbitration shall be conducted in accordance with the rules of the American Arbitration Association, or such other procedures as are agreed to by the arbitrator(s), except as otherwise provided in this section.
2. Either party may serve upon the other party by certified mail a written demand that the claim, dispute, or controversy be arbitrated, specifying in reasonable detail the nature of the dispute or claim to be submitted to arbitration. The demand, which shall be effective upon receipt, shall be made within reasonable time after the claim, dispute, or controversy has arisen. In no event shall the demand for arbitration be made more than on (1) year after the claim or cause of action arises.
3. Within thirty (30) days after service of a demand for arbitration, the parties shall attempt to agree upon a single arbitrator.
4. In the event the parties cannot agree upon a single arbitrator, there shall be three (3) arbitrators, one named in writing by each party, and the third chosen by the two arbitrators so selected. If the arbitrators fail to select a third arbitrator within ten (10) days, or should either party hereto fail to select an arbitrator, arbitrator shall then be chosen by a District Judge serving in Travis County, Texas. In any case, all arbitrators shall be chosen from a panel of persons with knowledge of employment law and contracts.
5. Should the party demanding the arbitration fail to name an arbitrator within ten (10) days of the demand, the right to arbitrate shall lapse.
6. The arbitration process shall be held in Austin, Travis County, Texas.
7. The decision of any two of the arbitrators shall be binding on both parties to this Agreement. The decision of the arbitrators upon any question submitted to arbitration under this Agreement shall be a condition precedent to any right of

legal action. The decision of the arbitrator(s) may be filed in any court of competent jurisdiction to carry it into effect.

Except as provided above any claim, dispute, controversy, or other matter in question between the parties to this Agreement arising out of, or relating to this Agreement, or the breach thereof, in which either party is demanding monetary damages of any nature including negligence, strict liability or intentional acts or omissions by either party, shall be subject to this Arbitration Procedure.

## **5. SPECIFICATIONS (WORK TO BE PERFORMED)**

### **A. General Overview**

The basic objective of PAMI is to provide decent, safe and sanitary housing to qualified applicants and residents of PAMI properties. PAMI manages and operates 15 Project Based Rental Assistance properties throughout the Austin area. Of the 15 properties, 6 are also layered with Low Income Housing Tax Credits (LIHTC) (Exhibit A). As with any landlord, questions arise pertaining to state of Texas landlord/tenant related issues, HUD housing regulations and TDHCA LIHTC housing regulations.

### **B. Scope of Services**

To provide legal counsel to PAMI on an as needed basis to answer legal questions on landlord and/or tenant related issues and to represent PAMI/ in litigation on such related issues.

### **C. Areas of Practice**

Qualified individual/firms must have knowledge and experience of the following areas of practice in order to respond to this Request for Proposal:

- A thorough understanding of the rules, practices and regulations associated with the United States Housing Act of 1937 (42 U.S.C. 1437 et seq.), more specifically the Project Based Rental Assistance program, including any amendments or changes in law.
- A thorough understanding of the Fair Housing Act, Title VI of the Civil Rights Act of 1964, the Age Discrimination Act of 1975, Section 504 of the Rehabilitation Act of 1973, Title II of the Americans with Disabilities Act, the Tax Reform Act of 1986, the Violence Against Women Act Reauthorization Act of 2022
- State of Texas Landlord Tenant Law.

- Title 10 of the Texas Administrative Code
- An understanding of the relationship that exists involving state Landlord/Tenant law and federal housing regulations, more specifically when deference exists between the two.

**D. Submission of Proposal**

In responding to this proposal, each contractor shall submit completed bid packets to: [https://ha.internationaleprocurement.com/requests.html?company\\_id=10217](https://ha.internationaleprocurement.com/requests.html?company_id=10217) and include as a minimum:

- 1) The name, title, business address, and telephone number of persons who will be assigned to perform service under the proposal.
- 2) Credentials of the person(s) who will perform the service required. Credentials may be subject to verification.
- 3) Profile of the firm. Describe the managerial and technical capacity of your firm as it relates to the services being proposed, including role and profiles of key staff to be utilized.
- 4) Provide specific examples, with references, of successful previous experiences assisting housing authorities in legal issues.
- 5) Provide costs for the proposal to carry out the scope of services as outlined in the appropriate attachment. Increase in rates will be subject to Board approval.
- 6) Identify the property of properties for which the contractor is bidding to provide services. (A contractor may bid to provide services to the entire portfolio, a subset of properties or an individual property.)

**6. EVALUATION CRITERIA**

PAMI intends to award one or multiple contracts to the responsible contractors. PAMI may award contracts to provide legal services for the entire portfolio, a subset of properties within the portfolio or a single property based on the following evaluation criteria:

**A. Qualifications Of Contractors (45 Points)**

The response should address all points in the proposal, be well organized, clear, and include all requested and supporting information. The response must clearly state what is offered and what will be done. We will be looking at specialized knowledge, experience and technical competence that the proposer displays in the type of work required, based on work history (especially in the affordable housing industry) and the resumes submitted

**B. Past Performance (20 Points)**

Past performance will be evaluated based upon references and lists of former clients serviced and the results of any consultations PAMI conducts with such references and former clients.

**C. Cost (15 Points)**

The extent to which the services will be provided in a cost-effective manner.

**D. Minority Firm Status (10 Points)**

**E. Quality Of Proposal (10 Points)**

Overall quality of the proposer's submittal.

**7. DOCUMENTATION REQUIREMENT**

PAMI or its duly authorized representative shall, until three (3) years after final payment under this contract have access to and the right to examine the contractor's books, documents, papers or other records involving transactions related to this contract for the purpose on making audit, examination, excerpts, copies and transcriptions.

**8. INDEPENDENT CONTRACTOR STATUS**

Those submitting proposals should provide information that confirms independent contractor status. The Contractor must understand that he/she is solely responsible and liable for all labor and expense, equipment and supplies, any and all damages, personal or otherwise, in connection with the performance of legal services. Neither Contractor nor its employees, agents or other personnel is an agent of employee of HACA/PAMI/SHCC/AAHC for any purpose. Neither Contractor nor its employees, agents or other personnel is entitled to any benefit HACA/PAMI/SHCC/AAHC provides to its employees.

**9. SUBMITTING PROPOSAL**

**Download RFP:**



Our Agency is now conducting our competitive solicitations on an eProcurement Marketplace (as our Agency is paying all costs for the use of this Marketplace, there will not be any additional charges to your firm to use this Marketplace to download the RFP documents or submit a response to our Agency). To take part in this process, please follow these instructions:

DIRECTIONS TO ACCESS THE EPROCUREMENT MARKETPLACE

1. Access [ha.internationaleprocurement.com](http://ha.internationaleprocurement.com) (no “www”).
2. Click on the “Login” button in the upper left side.
3. Follow the listed directions.
4. If you have any problems in accessing or registering on the Marketplace, please contact customer support at (866)526-9266.

Please submit completed bid packets to:

[https://ha.internationaleprocurement.com/requests.html?company\\_id=10217](https://ha.internationaleprocurement.com/requests.html?company_id=10217)

by the Due Date: May 12, 2023 5:00 PM/CST. Proposals will be considered valid through contract award.

Pathways Asset  
Management, Inc

PROJECT# PAMI-23-P-0251  
LEGAL SERVICES (LANDLORD/TENANT ISSUES)

Operations & Procurement Services  
Austin, Texas 78704

**BID PROPOSAL**

PAMI will pay Attorney fees for said legal services at the hourly rate or rates set forth below:

1. \$ \_\_\_\_\_ per hour for senior counsel
2. \$ \_\_\_\_\_ per hour for associates
3. \$ \_\_\_\_\_ per hour for paralegals

Annual percentage increase, after yearly review and Board Approval \_\_\_\_\_%

All legal services provided by the Attorney under this contract shall be performed by the appropriate personnel at the above hourly rates depending upon the complexity of the work and whether novel issues are presented. PAMI reserves the rights to disallow charges for hours and/or services and any cost which it deems to be unreasonable and/or unnecessary. In the event of any dispute over any charges for hours, services, or item of cost, such dispute shall be resolved as described in paragraph 3,I.

Bidder acknowledges receipt of the following addenda:

\_\_\_\_\_ Number          \_\_\_\_\_ Number

Respectfully Submitted of:

Company Name: \_\_\_\_\_

Address: \_\_\_\_\_

By: \_\_\_\_\_ Title: \_\_\_\_\_

Telephone: \_\_\_\_\_ Fax: \_\_\_\_\_

Exhibit "A"

Pathways Asset Management, Inc. Portfolio Properties

Pathways at Santa Rita Courts	2341 Corta St. Austin, TX 78702
Pathways at Meadowbrook Court	1201 W Live Oak, Austin, TX 78704
Pathways at Booker T Washington Terrace	905 Bedford St, Austin, TX 78702
Pathways at Lakeside Apartments	85 Trinity St, Austin, TX 78701
Pathways at Salina	1143 Salina St, Austin, TX 78702
Pathways at Gaston Place	1941 Gaston Place Dr, Austin, TX 78723
Pathways at Bouldin Oaks	1203 Cumberland Dr, Austin, TX 78704
Pathways at Thurmond Heights	8426 Goldfinch Ct, Austin, TX 78758
Pathways at Georgian Manor	110 Bolles Cr, Austin, TX 78753
Pathways at North Loop	2300 W North Loop Blvd Austin, TX 78756
Pathways at Northgate	9120 Northgate Blvd, Austin, TX 78758
Pathways at Shadowbend Ridge	6328 Shadow Bend, Austin, TX 78745
Pathways at Manchaca II	6113 Buffalo Pass, Austin, TX 78745
Pathways at Manchaca Village	3628 Manchaca Rd, Austin, TX 78704
Pathways at Coronado Hills	1438 Coronado Hills Dr, Austin, TX 78752



**HOUSING AUTHORITY OF THE CITY OF AUSTIN**  
**P.O. BOX 41119 AUSTIN TEXAS 78704-1119 (512) 477-4488**  
**FEDERAL EXEMPT ENTITY #74-6000117**

**VENDOR DATA SHEET (ALL SUPPLIERS)**

<b>BUSINESS NAME (DBA)</b>			
<b>ADDRESS</b>			
<b>CITY</b>	<b>STATE</b>	<b>ZIP</b>	<b>PHONE FAX</b>
<b>TYPE OF OWNERSHIP</b> <input type="checkbox"/> CORPORATION <input type="checkbox"/> PARTNERSHIP <input type="checkbox"/> SOLE PROPRIETORSHIP <input type="checkbox"/> JOINT PROPRIETORSHIP			
<b>IF MINORITY, WHAT STATUS?</b> <input type="checkbox"/> BLACK <input type="checkbox"/> HISPANIC <input type="checkbox"/> AMERICAN INDIAN <input type="checkbox"/> ALASKAN NATIVE <input type="checkbox"/> ASIAN AMERICAN <input type="checkbox"/> WOMAN <input type="checkbox"/> MBE CERTIFIED			
<b>FEI#</b>	<b>FORM 1099 REQUIRED</b> <input type="checkbox"/> YES <input type="checkbox"/> NO		<b>BUSINESS DESCRIPTION</b>

**PRINCIPALS/OWNERS**

<b>NAME</b>	<b>TITLE</b>	<b>EMAIL ADDRESS</b>

**BUSINESS REFERENCES**

<b>NAME</b>	<b>TITLE</b>	<b>ADDRESS</b>	<b>PHONE</b>

**REMITTANCE ADDRESS**

**PLEASE SEND ALL INVOICES TO [invoices@hacanet.org](mailto:invoices@hacanet.org)**

<b>NAME</b>			
<b>ADDRESS</b>			
<b>CITY</b>	<b>STATE</b>	<b>ZIP</b>	<b>PHONE</b>
<b>EMAIL ADDRESS:</b>			

**AUTHORIZED SIGNATURE**

**TITLE**

**DATE**

## **STATEMENT OF BIDDER'S QUALIFICATIONS**

Submit on a separate sheet(s) the following information and data. Include with Bid Proposal.

1. Name of Bidder.
2. Permanent main office address.
3. When organized.
4. State whether bidder is a Corporation, Partnership, or Sole Proprietor.
5. If "Corporation, date and State of Incorporation."
6. A breakdown of the minority ownership of the business (Gender, White, Black Hispanic, American Hispanic, American Indian/Eskimo, Asian/Pacific islander, etc.). Who owns what percent of the business, and any other related information.
7. Number of years engaged in contracting business under present name.
8. Contract in progress (gross amounts of contracts, estimated completion dated, project owner, architect).
9. General character of work performed by your company.
10. Report on any failures to complete work awarded to you (where, when & why).  
Report any contracts you have defaulted on.
11. Name & address of bonding company and name and address of agent.
12. List of three (3) currently completed projects, including name, address, phone number, and type of work
13. List any previous contracts, including dated executed with HACA.

**FORM OF NON-COLLUSIVE AFFIDAVIT**

AFFIDAVIT

Prime Bidder

STATE OF TEXAS  
COUNTY OF \_\_\_\_\_

\_\_\_\_\_, being first duly sworn, deposes and says:

That he is \_\_\_\_\_ the party making the foregoing  
(A partner or officer of the firm, corp., of etc.)  
proposal or bid and attests to the following:

- (1) That affiant employed no person, corporation, firm association, or other organization, either directly or indirectly, to secure the public contract under which he received payment, other than persons regularly employed by the affiant whose services in connection with the construction of the public building of project or in securing the public contract were in the regular course of their duties for affiant; and
- (2) That no part of the contract price received by affiant was paid or will be paid to any person, corporation, firm, association, or other organization for solicitation the contract, other than the payment of their normal compensation to persons regularly employed by the affiant whose services in connection with the construction of the public building or project were in the regular course of their duties for affiant.
- (3) That such proposal or bid is genuine and not collusive or sham; that said bidder has not colluded, conspired, connived or agreed, directly or indirectly, with any bidder or person, to put in a sham bid or to refrain from bidding, and has not in any manner directly or indirectly, sought by agreement or collusion, or communication or conference, with any person, to fix the bid price of affiant or of any other bidder, or to fix any overhead, profit or cost element of said bid price, or of that of any other bidder, or to secure any advantage against the Housing Authority of the City of Austin or any person interested in the proposal contract; and that all statements in said proposal or bid are true.

\_\_\_\_\_  
Signature\*

Subscribed and sworn to me this \_\_\_\_\_ day of \_\_\_\_\_, 20 \_\_\_\_\_

My Commission expires \_\_\_\_\_, 20 \_\_\_\_\_

\*Bidder if the bidder is an individual; all partners if the bidder is a partnership; Officer if the bidder is a corporation.

## Request for Taxpayer Identification Number and Certification

**Give Form to the  
 requester. Do not  
 send to the IRS.**

▶ Go to [www.irs.gov/FormW9](http://www.irs.gov/FormW9) for instructions and the latest information.

<b>Print or type.</b> See Specific Instructions on page 3.	<p><b>1</b> Name (as shown on your income tax return). Name is required on this line; do not leave this line blank.</p> <hr/> <p><b>2</b> Business name/disregarded entity name, if different from above</p> <hr/> <p><b>3</b> Check appropriate box for federal tax classification of the person whose name is entered on line 1. Check only <b>one</b> of the following seven boxes.</p> <div style="display: flex; justify-content: space-between;"> <div style="width: 20%;"> <input type="checkbox"/> Individual/sole proprietor or single-member LLC             </div> <div style="width: 20%;"> <input type="checkbox"/> C Corporation             </div> <div style="width: 20%;"> <input type="checkbox"/> S Corporation             </div> <div style="width: 20%;"> <input type="checkbox"/> Partnership             </div> <div style="width: 20%;"> <input type="checkbox"/> Trust/estate             </div> </div> <p><input type="checkbox"/> Limited liability company. Enter the tax classification (C=C corporation, S=S corporation, P=Partnership) ▶ _____</p> <p><b>Note:</b> Check the appropriate box in the line above for the tax classification of the single-member owner. Do not check LLC if the LLC is classified as a single-member LLC that is disregarded from the owner unless the owner of the LLC is another LLC that is <b>not</b> disregarded from the owner for U.S. federal tax purposes. Otherwise, a single-member LLC that is disregarded from the owner should check the appropriate box for the tax classification of its owner.</p> <p><input type="checkbox"/> Other (see instructions) ▶ _____</p>	<p><b>4</b> Exemptions (codes apply only to certain entities, not individuals; see instructions on page 3):</p> <p>Exempt payee code (if any) _____</p> <p>Exemption from FATCA reporting code (if any) _____</p> <p style="font-size: small;">(Applies to accounts maintained outside the U.S.)</p>
	<p><b>5</b> Address (number, street, and apt. or suite no.) See instructions.</p> <hr/> <p><b>6</b> City, state, and ZIP code</p> <hr/> <p><b>7</b> List account number(s) here (optional)</p>	<p>Requester's name and address (optional)</p> <hr/>

### Part I Taxpayer Identification Number (TIN)

Enter your TIN in the appropriate box. The TIN provided must match the name given on line 1 to avoid backup withholding. For individuals, this is generally your social security number (SSN). However, for a resident alien, sole proprietor, or disregarded entity, see the instructions for Part I, later. For other entities, it is your employer identification number (EIN). If you do not have a number, see *How to get a TIN*, later.

**Note:** If the account is in more than one name, see the instructions for line 1. Also see *What Name and Number To Give the Requester* for guidelines on whose number to enter.

<b>Social security number</b>						
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		-		-		
<b>or</b>						
<b>Employer identification number</b>						
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### Part II Certification

Under penalties of perjury, I certify that:

1. The number shown on this form is my correct taxpayer identification number (or I am waiting for a number to be issued to me); and
2. I am not subject to backup withholding because: (a) I am exempt from backup withholding, or (b) I have not been notified by the Internal Revenue Service (IRS) that I am subject to backup withholding as a result of a failure to report all interest or dividends, or (c) the IRS has notified me that I am no longer subject to backup withholding; and
3. I am a U.S. citizen or other U.S. person (defined below); and
4. The FATCA code(s) entered on this form (if any) indicating that I am exempt from FATCA reporting is correct.

**Certification instructions.** You must cross out item 2 above if you have been notified by the IRS that you are currently subject to backup withholding because you have failed to report all interest and dividends on your tax return. For real estate transactions, item 2 does not apply. For mortgage interest paid, acquisition or abandonment of secured property, cancellation of debt, contributions to an individual retirement arrangement (IRA), and generally, payments other than interest and dividends, you are not required to sign the certification, but you must provide your correct TIN. See the instructions for Part II, later.

<b>Sign Here</b>	<p>Signature of U.S. person ▶ _____</p>	<p>Date ▶ _____</p>
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## General Instructions

Section references are to the Internal Revenue Code unless otherwise noted.

**Future developments.** For the latest information about developments related to Form W-9 and its instructions, such as legislation enacted after they were published, go to [www.irs.gov/FormW9](http://www.irs.gov/FormW9).

### Purpose of Form

An individual or entity (Form W-9 requester) who is required to file an information return with the IRS must obtain your correct taxpayer identification number (TIN) which may be your social security number (SSN), individual taxpayer identification number (ITIN), adoption taxpayer identification number (ATIN), or employer identification number (EIN), to report on an information return the amount paid to you, or other amount reportable on an information return. Examples of information returns include, but are not limited to, the following.

- Form 1099-INT (interest earned or paid)

- Form 1099-DIV (dividends, including those from stocks or mutual funds)
- Form 1099-MISC (various types of income, prizes, awards, or gross proceeds)
- Form 1099-B (stock or mutual fund sales and certain other transactions by brokers)
- Form 1099-S (proceeds from real estate transactions)
- Form 1099-K (merchant card and third party network transactions)
- Form 1098 (home mortgage interest), 1098-E (student loan interest), 1098-T (tuition)
- Form 1099-C (canceled debt)
- Form 1099-A (acquisition or abandonment of secured property)

Use Form W-9 only if you are a U.S. person (including a resident alien), to provide your correct TIN.

*If you do not return Form W-9 to the requester with a TIN, you might be subject to backup withholding. See What is backup withholding, later.*