



## IMPORTANT INFORMATION ABOUT YOUR HOUSING ASSISTANCE PAYMENTS

Dear Landlord:

Thank you for choosing to rent to a Section 8 participant! Please complete and submit the attached forms to Home Forward so that we have all the information we need to begin the tenancy approval process.

As a part of ongoing efforts to provide good customer service to participating landlords, we are pleased to provide rent assistance payments via direct deposit. We offer this service to you through Bank of America's Paymode-X™ program. This service is offered at no cost to you and provides many benefits, such as:

- Fast and secure deposit of payments directly into your bank account;
- E-mail notification of payments and secure online access to detailed remittance information;
- Detailed history of all direct deposit payments from the Home Forward at your fingertips on the secure Paymode-X website;
- No lost checks and no trips to the bank to deposit paper checks;
- Conservation of the environment by eliminating paper checks;
- No requirement to purchase special software or to have a Bank of America deposit account.

**All landlord payments are now made electronically. Landlord enrollment in the direct deposit program is required; Home Forward will no longer issue paper checks.**

If you are not enrolled in Paymode-X, we will send you step-by-step enrollment instructions after the unit passes the move-in inspection. The online enrollment process is easy and usually takes less than ten minutes.

If you have any questions, please contact our Landlord Services team at (503) 802-8333, Option 5.

We strongly believe that Paymode-X is an excellent product that will enhance our ongoing relationship with you. We very much appreciate your participation in our Rent Assistance programs and thank you for your support.

Sincerely,

Jill Smith  
Chief Operating Officer

[A new name for the Housing Authority of Portland](#)