The Greenville Re-development Corporation(GRDC)

REQUEST FOR PROPOSALS (RFP)

On Call Unit Turnover and Make-Ready Services

RFP No. 06-2025

GRDC
122 Edinburgh Court, Greenville, SC, 29607

1st SOLICITATION

RFP TIMETABLE is provided as a guideline only and is subject to change at the discretion of GRDC

RFP issue date	**October 14, 2025,**
Pre-bid Meeting:	**October 24, 2025, at 10:00 AM**
Deadline for clarification:	**10 days before deadline to submit proposals i.e November 04, 2025 @ 12PM**
Proposals due:	**November 14, 2025, at 2:00 PM**
Anticipated Contract Award:	**TBD**

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SECTION 1: INTRODUCTION

The Greenville Redevelopment Corporation (hereinafter referred to as "GRDC" or "Management Company" or "Authority"**)** is a nonprofit affiliate of TGHA that manages affordable housing units, including apartments and single-family homes, within the Greenville area. GRDC and TGHA share a common mission to provide quality, affordable housing and to support low- to moderate-income families, veterans, and individuals in need of housing assistance. Together, GRDC and TGHA serve as key catalysts for the development and preservation of affordable housing in the City of Greenville, South Carolina.

Today, TGHA and its non-profit organization, GRDC, owns and manages a real estate portfolio of 1,117 affordable units, three Rental Assistance Demonstration consisting of 161 units, five Mixed Finance/LIHTC communities consisting of a total of 485 units; and five Tax Credit only communities consisting of 471 units. The Mixed Finance communities include 189 Rental Assistance Demonstration units, 108 Project Based Section 8 assisted units, and 175 Tax Credit units. In addition to these multi-family rental communities, GRDC administers a combination of tenant based and project-based vouchers totaling 3,346; a homeownership program; and the HUD-VASH (Veterans Affairs Supportive Housing) rental assistance program for homeless veterans. GRDC also administers a multitude of resident support and service programs under various HUD grants.

RFP Objective. The intent of this RFP is to create a pool of small, qualified contractors for preparing vacant units for new tenants (unit turnovers) and it will be used on an as needed basis. The actual number of small contractors chosen will depend on the number of anticipated units to be turned and availability of in-house staff. Contractors should limit their proposal to the service for which they are qualified and competent to complete. Contractors may also be required to provide supplemental support to the property maintenance staff in occupied units

This form must be signed, along with any subsequent addenda, and all pages returned in a sealed envelope. All signatures must be original and not photocopies. In compliance with this Request for Proposal, and subject to all conditions herein, the undersigned offers to furnish any or all of the services upon which prices are quoted, at the stated or negotiated prices, to be delivered at the time and place specified. Proposals shall remain valid for at least ninety (90) calendar days from the submission date.

The undersigned certifies he/she has read, understands, and agrees to all terms, conditions, and requirements of this proposal, and is authorized to contract on behalf of firm named below.

Company Name: _____

Federal Tax ID: _____

UEI/DUNS Number: _____

Registration number: _____

Company Website: _____

Address: _____

City/State/Zip:_____

Telephone / Fax: _____

Email: _____

Print Name: _____ Title: _____

Signature: _____

Date:_____/-_____-/_____

SECTION 2 SCOPE OF SERVICES

The Management Company Greenville Re-Development Corporation (hereinafter referred as "GRDC" or "Authority" or the "Management Company"), is an affiliate of the Greenville Housing Authority in the city of Greenville, SC. GRDC manages affordable housing units including apartments and single-family homes.

RFP Objective: The intent of this RFP is to create a pool of small qualified general contractors to provide unit turnover (make-ready) services for approximately 1,112 units across multiple sites and it will be used on an as needed basis. The actual number of contractors chosen will depend on the number of anticipated units to be turnaround and availability of in-house staff. Contractors should limit their proposal to the services for which they are qualified and competent to complete. Contractors may also be required to provide supplemental support to the property maintenance staff in occupied units.

1. Contractors selected to participate in the pool will be assigned work at the discretion of the Management Company based on quality of work, availability, manpower and timeliness. GRDC will attempt to match each assignment to the contractor best suited for a given task (i.e. When the Management Company has a need for minor renovations such as kitchens baths, a contractor with proven experience in renovations may be selected over a contractor that has more experience with painting and little renovation experience.) GRDC shall also be the determining factor in the number of units any contractor may be assigned.

2. As tenants move out, the requirement for turnover must happen swiftly and contractors must be available upon call. Time is of the essence and quick turnover on vacant units is critical for operations to provide affordable housing. Unit turnaround time will depend on the number of bedrooms; how many phases are required and the extent of work within the phases required. From past history, turn-arounds are typically done in 3 – 5 days.
The number of turnarounds annually depends on tenant status and is difficult to estimate. Contractors selected may issue a blanket purchase order per the terms, conditions and cost associated with the contract. Once a unit is ready for service, a contractor will be contacted by GRDC for availability.

3. GRDC will review the project site and go over the scope of work with the contractor. The contractor shall then provide a proposal based on their contract pricing and any other items that may be outside the scope of services, if requested. Proposal must be detailed showing all services being performed. Any allowable charges for material must be shown on separate line items, clearly described in the proposal and marked up only by the percentage provided in the contract.

4. Items such as replacing cabinets, installing appliances, where applicable, and/or other items within the unit may be requested. These costs will be part of the contractor's proposal. However, outside the cost of the contract, GRDC may be required to obtain more than one proposal from contractors within the pool. The Management Company may provide materials for projects in this scope.

5. Debarred or Suspended: GRDC staff is responsible for ensuring prior to contract award, if a contractor has been debarred or suspended. Contractors debarred, suspended, or proposed for debarment are excluded from receiving contracts, and agencies shall not solicit offers from, award contracts to, or consent to subcontracts with these contractors.

6. If approved for the work by GRDC, the contractor shall be provided a Work Assignment Notice to Proceed against a standing Blanket Agreement. The contractor is to start the unit turnover within a minimum of 2 business

days or as otherwise requested and complete at an agreed upon time between GRDC and the contractor. Business Days consists of Monday – Friday 8:00 a.m. – 5:00 p.m.

7. Work assignments Notice to Proceed may be issued at any time during the term of the contract and the assignment of work projects will be made solely at the discretion of GRDC. Should a contractor accept more than one work assignment at any given time for more than one site, the Contractor is still responsible for completing each within the agreed upon timeframe and not in addition to. For example, if a contractor has one three-bedroom unit to turn around and accepts another three-bedroom unit on the same day, and the agreed upon time is 3-5 days per unit, both units will be completed in 3 to 5 business days.

8. Regular communication with the property managers and/or maintenance supervisors is critical to the contractor's success. Contractors should never assume anything and should never begin work on a unit until they receive an executed Work Assignment Notice to Proceed.

9. GRDC will inspect the work after the contractor has completed it, but no later than the 5th day of the scheduled work period and create a punch list. Punch list items shall be completed within a reasonable time agreed upon between GRDC and the contractor prior to the final walk-through and inspection. Payments will not be made until all punch list items and any Notice to Owner/Construction Liens are satisfied.

10. The services being requested are broken out in phases. The work listed below is a typical list of all work associated with a complete turnover; however, it may not be required for all units. GRDC may select one or more phases or all services to be performed by the contractor(s). Contractor(s) shall supply all equipment, supplies, labor, for unit turnover. GRDC may provide materials. All work associated with the phases is described below. Note that the description of the work will be applicable to the phases chosen for each project. Any replacement items (i.e.: flooring, fixtures, water heaters) shall be determined by GRDC and at the option of GRDC may be furnished and/or installed by others.

Services to be provided for a complete vacant unit turn/make-ready are as follows:

- **Cleaning**: complete janitorial services, cleaning and sanitizing the unit in preparation for a new tenant. Performance shall be in accordance with Section One Cleaning below.

- **Painting:** preparation, paint, and finish work as identified in Section Two Painting.

- **Minor Repairs:** necessary repairs to (or replacement of) apartment fixtures and hardware and all items identified in Section Three Minor Repairs - Standard Unit Repair below and as identified in attached Exhibit B.

- **Trash Removal**: Trash removal is simply the removal of all designated trash from the site which may include paper, items inside cabinets and closets, see Section Four Trash Removal.

PART 1: CLEANING

At a minimum, cleaning shall include and shall be done in accordance with the following:

A. Dusting: Thoroughly dust all vertical and horizontal surfaces in all cleanable areas with dust cloth or tool up to and including ceiling vents, air bars, and lighting devices, window blinds, etc. Contractor shall not move dusting residue from spot to spot but remove it directly from the areas in which dirt lies by the most effective means appropriate using treated dusting cloths or vacuum tools.

    1. Leave no dust streaks.
    2. Leave corners, crevices, molding and ledges free of dust and cobwebs.
    3. Leave no oil spots or smudges on dusted surfaces caused by dusting tools.
    4. Unit must be free of all dust.

B. Wall Spot Cleaning: Thoroughly clean all spots, smudges, stains, etc. from walls using appropriate chemicals at approved dilutions. All surfaces must be dirty and streak free.
C. Clean and re-install all light globes and fixtures.
D. Clean all interior glass with appropriate alcohol-based glass cleaner and wipe dry with clean dry cloth. Clean window screens, sills and tracks. Lock when finished.
E. Clean front and back screen or storm doors including windows, screens, and thresholds.
F. Sweep and mop porches balcony (if applicable).
G. Clean exterior of water heater, vent pipe, flue pipe, and area of closet surrounding water heater. Ensure flue pipe is properly secured.
H. Clean exterior of radiators, fin tube covers, air conditioners and area surrounding equipment in unit.
I. Remove, clean, paint and reinstall all HVAC register covers.
J. Laundry Room/Utility Rooms: Thoroughly clean all walls and ceiling. Floors must be swept and mopped. All vents are to be cleaned and free of dust, dirt or particles.

K. Bathroom Cleaning:

1. Clean and Disinfect Sinks: Thoroughly clean all sinks, including bottom, faucets, and spigots, with appropriate cleanser. Rinse thoroughly as all cleanser residues must be removed. Then wipe each item with approved disinfectant solution and allow to air dry.

2. Clean and Disinfect Tubs: Thoroughly clean all tubs, including bottom, faucets, and spigots, with appropriate cleanser. Rinse thoroughly as needed, then wipe all areas with approved disinfectant solution and allow to air dry.

3. Clean and Disinfect Toilets: Thoroughly clean toilets, toilet seats, with approved acid free bowl cleaner, rinse thoroughly. Wipe each toilet, toilet seat completely with appropriate disinfectant solution. Surface should be streak, smear, and smudge free. Leave seats in a raised position.

4. Clean Glass and Mirrors: Thoroughly clean all glass and mirrors using an appropriate glass cleaner. Use a soft, clean cloth. Dry completely. Surface should be streak, smear, and smudge free. Make sure attached frames, edges, and shelve are also cleaned and dried as well as the glass surface.

5. Clean and Disinfect Walls, Doors, Partitions and Handrails: Thoroughly clean all walls (including switch and plug covers), doors with appropriate chemicals using the prescribed dilution. Rinse thoroughly as needed, then wipe all areas with disinfectant solution and allow to air dry.

L. Kitchen Cleaning

1. Clean and Disinfect Cabinets: Thoroughly clean interior and exterior of cabinets with appropriate cleanser. Ensure all items are free of grease. Rinse thoroughly as all cleanser residues must be removed. Then wipe each item with disinfectant solution and allow to air dry.

2. Clean and Disinfect Kitchen: Thoroughly clean sink, faucets and spigots, fixtures, countertop, and backsplash with appropriate cleanser. Ensure all items are free of grease. Rinse thoroughly as all cleanser residues must be removed. Then wipe each item with disinfectant solution and allow to air dry.

3. Clean and Disinfect Appliances: Thoroughly clean interior and exterior of all appliances with appropriate cleanser. Ensure appliances are free from grease, dirt, and other residue. Rinse thoroughly as all cleanser residues must be removed. Then wipe each item with disinfectant solution and allow to air dry.

M. Floor Cleaning

1. Floor Cleaning Thorough Sweeping: Floors shall be clean and free of trash and foreign matter. No dirt, dust shall be left in corners, behind radiators, under or behind doors. Carpets shall be cleaned.

2. Damp Mop: Thoroughly damp mop all non-carpeted areas. Use a clean cotton mop head that is in good condition. Always Use clean water (change water often). Mop head must be only damp. No excess water can be left behind. Appropriate chemicals at proper dilution must be used at all times. Finished floor must be clean and streak free.

3. Waxing and Buffing: All floors are to be swept, mechanically stripped twice, and then waxed with two (2) coats (Only strip and wax VCT. LVT to be cleaned and mopped), including under appliances and inside all closets. Under no circumstances shall the floors be saturated with water solvents during the cleaning process. Damage due to excessive moisture may be the liability of the Contractor. No dirt, dust shall be left in corners, behind radiators, or behind doors. Cove base baseboard shall be left in a clean condition.

PART 2: PAINTING

At a minimum, painting shall include and shall be done in accordance with the following:

A. **Paint Preparation**

1) Contractors shall perform surface prep throughout unit on all walls and surfaces requiring painting for the application of paint including fin tube covers and radiators. Contractor shall scrape off all flaking and/or loose paint from ceiling, walls and trim, interior doors (Contractor to assume 5 doors) and windowsill surfaces. Where chipped paint exists, sanding will be performed by use of various grades of sandpaper to featheredge chipped areas to allow a smooth flow of paint and prevent further chipping.

2) All nails, screws, brackets, debris etc., shall be removed. All holes in the walls, ceilings, doors, trim, etc. as well as cracks, will be properly filled, floated or caulked flush with existing surfaces. Finish will match all other existing finish work.

3) All bare wood shall receive a thorough primer coat prior to the application of any finish coats of paint. Under no circumstances shall a finish coat product be used as a suitable substitute for a primer product manufactured solely for that purpose.

4) The Contractor shall ensure sufficient drying time between primer and subsequent finish coats, as recommended by the manufacturer of the product.

5) Unfinished walls and ceiling surfaces, due to repairs will be textured with matching texture and painted (to include new and old patches and/or repairs).

6) Plaster Surfaces: Plaster shall have all loose and scaling paint removed. All depressions and cracks shall be routed out to a minimum of 12-inch width, filled with patching plaster, properly keyed to the existing plaster, and sanded smooth to produce a uniform homogenous surface. All dirt and grease shall be removed from the surface prior to any application of paint. If existing paint has a hard, glossy finish, the surface shall be lightly sanded or treated with a wash as recommended by the manufacturer of the new paint to be applied.

7) Gypsum Wallboard: All gypsum wallboard surfaces shall have all dirt, dust, oil, grease stains and loose and scaling paint removed. All cracks, shall be struck with a knife or other suitable tool to remove loose gypsum and paint, and filled with joint cement. The joint cement shall be forced into the open joint and bonded to both edges of the separated wallboard. After the cement has dried, the area shall be sanded smooth and shall blend with adjacent surfaces.

8) Treatment of Mildew and Greasy Areas Requiring Washing: Mildew and grease on painted surfaces shall be cleaned by the Contractor before repainting. After scrubbing, the surface shall be rinsed with clear water and allowed to dry. When applicable, a stain killer, sealer and/or primer shall be applied to the affected area to prevent bleed through.

9) Remove and replace switch plate covers throughout the unit as required in the work order.

B. **Painting**

1. All painted surfaces within the unit including, but not necessarily limited to kitchen, living room, bathroom, bedrooms, laundry room, hallways, ceilings, closets, all doors, and the stairwell, will be repainted to provide a uniform finish and shall be free from runs and bleed through. All flat areas are to be painted including walls, ceilings, columns, beams closet interior, etc.

2. Unless specified otherwise by the Maintenance Supervisor, painting shall be in a color that matches the original paint. Painting color will be provided by GRDC Staff. Paint will be provided by GRDC (1) 5 gallon bucket per unit.

3. All surfaces will receive two coats of selected paint. There will be no additional cost if more than one coat of paint is required for sufficient coverage.

4. All paintings shall be done according to the manufacturer's recommendations or as specified herein. Equipment and materials will be used properly and only for their intended purpose (i.e. interior paint for interior surfaces). The Contractor will be responsible, at his/her own expense, for correcting any work not accepted by the Owner's staff.

5. Contractors will include minor patching and wall repairs in their costs however; larger areas of patching are included as an extra on the bid sheet for areas in excess of 9" square. Contractor will repair larger patches by infilling with drywall and finishing around the patch to allow for a smooth painted surface. All patching will follow industry standards of repair.

6. All areas that will not be receiving paint will be properly taped off, covered and protected. Contractor will assume the unit is vacant and absent of debris for this proposal.

7. All work areas will be properly cleaned after painting is completed.

8. Pricing will be based on the average square footage of the units. All units will include a kitchen, bathroom, and separate bedrooms. Units typically feature an entry coat closet, a linen closet, and a closet in each bedroom. Some units also include a laundry room or closet.

9. **Lead Certification**.

    a) If work is to be performed that could potentially disturb any encapsulated lead the Contractor(s) selected must provide a work crew, qualified by training and experience, and licensed to perform the work required (e.g. Lead Certified as needed) or they will need to decline the request for specific work in question.

10. General Rules for Work that may Disturb Lead Based Paint

    a. Contractors performing renovation, repair and painting projects that disturb lead-based paint in homes, childcare facilities, and schools built before 1978 must be certified and

must follow specific work practices to prevent lead contamination. This includes, but is not limited to:

i. Contain the work area.
ii. Minimize dust.
iii. Clean up thoroughly

11. Asbestos.
    a) Contractors must not disturb any material that is known or suspected to contain asbestos. If such materials are encountered, the contractor shall immediately stop work in the affected area and notify GRDC. Only certified asbestos abatement contractors may perform asbestos removal or repair, in compliance with EPA and OSHA regulations

PART 3: MINOR REPAIRS STANDARD UNIT REPAIRS:

At a minimum, standard unit repairs shall include and shall be done in accordance with the following:

A. Remove and replace all existing window blinds. Remove any window treatment or window blind hardware from windows. Contractors to assume replacement of windows blinds.
B. Remove and replace all smoke detectors and CO detectors with hardwired wall or ceiling mounted smoke and CO combination alarm detectors in accordance with applicable code.
C. Only replace broken or inoperable electrical outlets, switches, GFIGFCI and corresponding cover plates and replace with new. Assume: two GFIs (kitchen and bathroom); six light switches (bedroom, hallway entry, bathroom, bedroom, living room, dining room; six electrical outlets (assume two outlets to be replaced in the bedroom, kitchen, living room dining room). Contractor to increase count for any additional bedrooms, bathrooms in accordance with bedroom unit type.
D. Repair or replace doorbell, if necessary.
E. Verify that all electrical main panel and subpanels are not missing any covers, breakers, or spacers.
F. All light fixtures, interior and exterior, to be cleaned and covers shall be removed and replaced. Light fixture covers shall match existing. *Assume a minimum of one light fixture for each room and hallway,* where applicable. Replace all light bulbs with new.
G. Remove and replace all filters. Contractor to assume replacement of one air filter.
H. All window returns, jamb, head and sills shall be patched repaired (as required) of cracks, notches, holes, etc.
I. Clean thoroughly all stair treads. Contractor to assume replacement of an average of 3 tread covers and risers per walk up units. Match covers and risers in color and material.
J. Contractor to remove and install an average of 25 square feet of flooring. Assume planks, 18”x18” or 12”x12’18” VCTLVT floor tile.
K. Contractor to remove and install an average of 30 linear feet of 4” vinyl cove base (roll).

L. All existing plumbing fixtures, trim and accessories shall be free of leaks and improper water flow. The contractor shall provide all parts such as washers, seals, packing nuts, knobs and handles, stems, escutcheon plates, etc. as required for proper plumbing fixture and trim operation.
M. Repair or replace missing address numbers on exterior of unit.
N. Remove debris and make sure all yard space on the exterior of the unit is clean.
O. Sheds and garages shall be clean and free of debris. Shed doors to be repaired and painted.
P. Remove exterior graffiti.

Q. Doors
1. All existing doors and door hardware shall be in proper working condition.
2. All existing doors not specified to be removed shall remain and shall be free of binding and looseness. All existing doors shall hang level and square within each existing doorframe with latch sets securing properly.
3. Clean and refinish wood doors. Sand and vacuum between coats and apply two to four coats of polyurethane finish on wood doors as needed. Prepare existing door surfaces and frames as required for specified finish.
4. Existing door surfaces with doorframes and trims shall be free from dents, marks, and holes. Replace missing door trim with new to match the existing.
5. All doors and frames are to be painted on both sides.
6. All existing door frames not specified to be removed shall remain and shall be free of looseness, missing trim, damages and skewed angles.
7. All existing hardware specified to remain shall perform properly. Lubricate existing hinges and locksets using a silicone based spray. All parts missing shall be replaced and match existing.

R. Windows

1. Clean all windows, window wells, frames and sills, to include glass surface
2. All sliding windows sashes shall be adjusted for proper operation. Where required for proper operation, replace all missing window parts.
3. All existing window hardware shall perform properly. Lubricate locksets as required. All missing hardware elements shall be replaced to match existing.
4. Remove all stationary curtain rods and/or window treatments and provide new horizontal springs 1” mini blinds, formed-steel or extruded aluminum (head rail and bottom rail) for each window in unit, if applicable.

S. S. Kitchen Cabinets
1. All cabinets not specified to be removed shall remain and shall be free from surfaces marks, scratches and dents. All cabinets must be cleaned with an approved Furniture Polish and Cleaner.
2. Kitchen countertops shall be integral with backsplash with a radius edge and sealed tight to wall.
3. All cabinets must align and close properly. Make adjustments as required.
4. Caulk kitchen countertops and backsplash tight to wall.

T. Bathrooms
   1. Caulk tub, tub surround, vanity and sink
   2. Remove and install toilet seat – or other type/color as required to match existing fixture.
   3. All medicine cabinets and vanities shall be cleaned inside out thoroughly and replace any missing shelves, if any. Lubricate hinge with a silicone based spray for proper operation.
   4. Clean, repair, or replace towel bar as needed.
   5. Clean, repair, or replace toilet paper holder as needed.
   6. Contractor shall repair, replace, or refinish bathroom fixtures as required, including bathtub and/or shower resurfacing when necessary to restore a clean and durable finish.

U. Plumbing Fixtures Trim and Accessories

   1. All existing plumbing fixtures, trim and accessories shall be free of leaks and improper water flow. The contractor shall provide all parts such as washers, seals, packing nuts, knobs and handles, stems, escutcheon plates, etc., as required for proper plumbing fixture and trim operation.
   2. All existing lavatory stems shall have aerators, and all bathroom lavatory sinks shall have an overflow hole.
   3. All existing toilet flush tank assemblies shall operate properly.
   4. All new and existing sink and lavatory stems have aerators, and all bathroom sinks shall have an overflow hole.

V. Water Supply Piping

   1. Unless specified otherwise, all existing plumbing supply lines and valves exposed within the unit shall be free of leaks, breaks, corroded sections, and slow flow rates. Existing damaged pipes and valves shall be replaced with new plumbing supply lines and shutoff ball valves for kitchen and bathrooms type to match existing for kitchen and bathrooms.
   2. All through wall existing penetrations shall have escutcheon plates matching pipe size and type.

W. Drain Waste Vent

   1. All existing plumbing drainage lines exposed within the unit shall be free of leaks, breaks, corroded sections, slow flow rates and clogs. Where needed, snake clogged drain lines. Existing damaged pipes shall be replaced with type to match existing.
   2. All through wall existing and new pipe penetrations shall have escutcheon plates matching pipe size and type.

PART 4: TRASH REMOVAL

Trash removal is simply the removal of all designated trash from the site which may include paper, items inside cabinets and closets. Trash may be disposed of in the on-site dumpsters except for regulated items such as

fluorescent bulbs, computer equipment, or large heavy furniture items etc. Regulated items must be disposed removed from GRDC property and legally disposed of at an authorized facility.

Heavy furniture, non-working appliances, and similar items will typically be removed and disposed of by GRDC or an on-site handyman contractor. However, if the contractor is responsible for the removal of heavy furniture and/or appliances, they will be notified prior to submitting a proposal for the specified site.
Contractor shall furnish trash bags, truck(s), trailer(s) and/or other supplies for the project.

Contractors shall legally dispose of all materials removed from GRDC site and are cautioned not to overfill vehicles and properly tie down all items being removed from the location. The removal of trash shall be done in a safe manner to not cause damage to property (i.e.: dragging furniture over floors and carpet, etc.)

Estimated Square footage of the Units;

Units	**Estimated Square foot**
1 Bedroom	from: 531 to 889
2 Bedroom	from: 632 to 1165
3 Bedroom	from: 1020 to 1497
4 Bedroom	from: 1150 to 1200
5 Bedroom	from:1400 to 1500

Estimated Property Inventory Table

Properties	Typologies	Qty	Total by properties
Arcadia Hills	1 bedroom	5	
Arcadia Hills	2 bedroom	27	
Arcadia Hills	3 bedroom	15	
Arcadia Hills	4 bedroom	1	48
Charleston Place	1 bedroom	40	40
Clark Ridge	2 bedroom	72	
Clark Ridge	3 bedroom	24	96
Evergreen Place	1 bedroom	26	
Evergreen Place	2 bedroom	102	
Evergreen Place	3 bedroom	40	168
Forestview	1 bedroom	10	
Forestview	2 bedroom	41	
Forestview	3 bedroom	21	72
Harbor and Gallery 1	1 bedroom	26	
Harbor and Gallery 2	2 bedroom	46	
Harbor and Gallery 3	3 bedroom	31	
Harbor and Gallery 4	4 bedroom	16	
Harbor and Gallery 5	5 bedroom	4	123
Manor I-BR	1 bedroom	42	
Manor 2 BR	2 bedroom	13	55
Nicholtown Green	2 bedroom	48	
Nicholtown Green	3 bedroom	48	96
Preserve 70	1 bedroom	113	
Preserve 80	1 bedroom	80	193
Ridgeway	1 bedroom	8	8
Scattered Sites	3 bedroom	92	
Scattered Sites	4 bedroom	13	105
Sliding Rock-	1 bedroom	42	
Sliding Rock-	2 bedroom	6	
Sliding Rock-	3 bedroom	12	60

Valley Creek	1 bedroom	12	
Valley Creek	2 bedroom	22	
Valley Creek	3 bedroom	10	44
Total units		1108	1108

SECTION 3: PROPOSAL FORMAT & SUBMISSION INSTRUCTION

General Conditions. The RFP will be available at the Administrative Office of the Housing Authority of the City of Greenville, South Carolina at 122 Edinburgh Court, and available on at website www.tgha.net

All addenda and responses to written questions will be published on TGHA website www.tgha.net
Any amendment or addenda may be issued prior to the opening of proposals for the purpose of changing or clarifying the intent of this RFP. All amendments or addenda shall be binding in the same way as if originally written in this RFP. It is the Offeror's responsibility to periodically check the GRDC website for addenda changes and written question responses during the open period of this RFP.

A pre-bid conference and a site visit will be held. While attendance is highly recommended to ensure a clear understanding of all scope of work and requirements of the solicitation, presence is not mandatory for submitting a proposal. Any clarifications or material changes to the terms of the solicitation arising from the pre-bid conference and visits will be formally issued through a written addendum to be published on TGHA website.

Sites visit. An estimated list of Properties is provided in **Appendix 1;** Offerors are encouraged to visit the properties on their own to familiarize themselves with site conditions and scope of unit turnover service that may be required. Site visits are not mandatory and may be conducted at the Offeror's discretion. Offerors shall not contact tenants or property management staff during their visit and are expected to respect all property rules and privacy requirements.

For arranging site visits only, Offerors may contact Stacie Harris directly at **StacieH@tgha.net**

PRE-PROPOSAL CONFERENCE

A non-mandatory online pre-conference will be held on **October 24, 2025, at 10: 00 PM local time, through the link below.** The purpose of this conference is to allow potential Offerors an opportunity to present questions and obtain clarification relative to any part of this solicitation.

The pre-proposal conference will be conducted virtually.
Link: Join the meeting now
Meeting ID: 253 522 230 819 0
Passcode: iR2hr7R4

Interested parties are encouraged to register for the conference by contacting the designated point of contact via email. Please include your name, company name, and contact information in your message to ensure a smooth registration process**.**

POC : Procurement Specialist : Irenalina Chantre
Contact email : irenalinac@tgha.net

The Offeror shall promptly disclose any actual or potential conflicts of interest related to the performance of this contract and outline measures to prevent or mitigate such conflicts. The Offeror must immediately notify GRDC of any situation that may create a conflict of interest and take corrective action as directed. GRDC reserves the right to determine whether a conflict of interest exists and to require appropriate resolution to its satisfaction

This Request for Proposal (RFP) does not constitute a commitment by GRDC to award a contract or enter into any agreement with any Offeror. Submission of a proposal does not guarantee selection or engagement. No work is guaranteed.
All proposals and accompanying materials submitted in response to this RFP will become part of GRDC's official records. GRDC is under no obligation to return any submitted documents to the proposer.
If an Offeror is selected, both this RFP and the firm's proposal will be incorporated by reference into any resulting formal agreement between GRDC and the selected.
Please note: Failure to provide all requested information may result in disqualification from consideration.

The Offeror shall not collude in any manner or engage in any practices with any other Offeror (s), which may restrict or eliminate competition. Violations of this instruction will cause the proposal to be rejected. This prohibition is not intended to preclude joint ventures or subcontracts.

In submitting a response, the Offeror acknowledges that the Authority shall not compensate the Offeror for any submission or contract negotiation costs, including without limitation costs of preparation, appearances for interviews, if any and/or any travel expenses. It is essential that the Offeror selected have the necessary knowledge, skills and experience to implement all aspects of the service. All service is to be performed with the highest degree of professional standards, in compliance with all applicable laws, regulations, procedures, criteria and requirements; to include all applicable Federal, State, and local laws and regulations.

Formal communication such as requests for clarification and/or information concerning this solicitation shall be submitted in writing only no later than 10 days before submission deadline **2:00pm, on November 04, 2025, EST**

All proposals must be submitted in a sealed/closed envelope and clearly labeled with the proposer's name and the RFP title on the outside of the envelope/package.

Interested firms must submit one (1) original, three (3) hard copies, and one (1) electronic version of their proposal in a USB flash drive or similar portable storage device, in a sealed/closed package containing all items listed in the schedule of submittals. Proposals shall be clearly marked as "original" "copy".

Proposals must be delivered by mail or in person to the following address:

The Housing Authority of the City of Greenville
Procurement Office
122 Edinburgh Court
Greenville, South Carolina 29607

Deadline: All proposals shall be delivered to the above indicated address by or before 2:00 PM, EST , on November 14, 2025.

Electronic submissions will not be accepted. Late or unsealed and/or open package or envelopes/proposals may be disqualified from consideration.

GRDC is not responsible for delays in the delivery of mail by the U.S. Postal Service, or private couriers. It is the sole responsibility of the Offeror to ensure that its proposal reaches the issuing office by the designated date and time.

The official time written and/ stamped in the receipt of proposals is that time written or stamped by the Authority.

Tabbed Proposal Submittal. Please be sure to submit proposals in the following order with the tab number clearly indicated. Failure to follow this format or omission of information responsive to these requirements may, in the Authority's sole and absolute discretion, result in disqualification of the Offeror from the RFP process.

TAB N#	Tabbed Proposal Submittal Description
No. 1	Signed cover letter on company letterhead: A signed cover letter on company letterhead. Completed and signed required forms (non-collusion affidavit, acknowledge of an addendum if any, Certificates of insurance Liability, current business license, W9, certifications if any). Contact information for the primary point of contact. An authorized representative of the Offeror must sign this letter and proposals.
No. 2	**Relevant Experience and Past Performance**
	Contractors shall provide: • Brief summary of past five (5) projects similar in scope and scale, including information as number of units, type of service performed and project duration: • References from a minimum of three (3) previous similar projects, including company name, address, contact person, phone number, and email. TGHA should be able to verify these references as part of its standard due diligence process. • Evidence of timely project completion and ability to manage multiple sites or units concurrently.
No. 3	**Organizational capacity**
	Contractors shall provide a statement describing organizational capacity, including: • A list of employees and subcontractors with relevant experience and qualifications. • The firm's ability to perform work efficiently and on time. • Staffing plan showing how the contractor can handle multiple unit turnovers simultaneously, including peak periods or on-call requirements
No 4.	**Ability to complete the service**
	Provide a concise statement of your ability to complete the services listed under scope of Services Parts 1 to 4.
No5	**Pricing Proposal**
	Offeror shall present pricing based on square footage of the units and their ability to perform the work at a reasonable cost to GRDC. GDRC reserves the right to evaluated price reasonless
No. 7	These forms shall constitute a part of the RFP and any contract
☐ Experience form ☐ Questionnaire ☐ Acknowledgement of Addendum ☐ Non-Conclusive Affidavit ☐ Form W-9	

Offerors are encouraged to include any information or other documentation that demonstrates qualifications and capabilities they deem relevant or necessary to support the evaluation of their proposal.
By completing, executing and submitting the Proposal, the Offerors is thereby agreeing to abide by all terms and conditions pertaining to this RFP as issued by the Authority including the contract clauses already attached. Accordingly, the Authority has no responsibility to conduct after the submittal deadline any negotiations pertaining to the contract clauses already published**.**

There will be no public opening of proposal packages. All proposal packages and information concerning same shall remain confidential until all negotiations are completed and the Notice of Award is issued. GRDC will post the award announcement on website at the following link: www.thga.net

Confidentiality of Proposals Offerors are hereby notified that all proposal packages received by the Authority shall be included as part of the official contract file. Therefore, any part of the proposal package that is not considered confidential, privileged or proprietary under any applicable Federal, State or local law may be available for public inspection upon completion of the procurement process. Notwithstanding the foregoing, the applicable provisions of Federal, State and local laws shall govern the confidentiality of proposal packages despite anything contrary to this provision stated in the Request for Proposals.

SECTION 4: PROPOSAL EVALUATION AND AWARD

Evaluation Process. The selection committee will initially screen the proposals, rate according to the evaluation factors and scores in this solicitation. Any submission not in compliance with requirements will be deemed non-responsive & disqualified from evaluation process.

Evaluation Factors. The following factors will be utilized by GRDC to evaluate each proposal submittal received; award of points for each listed factor will be based upon the documentation that the proposer submits within his/her proposal submittal:

EVALUATION CRITERIA	POINTS
• **Relevant Experience and Past Performance**	**15**
• **Organizational capacity**	**20**
• **Ability to complete the service**	**25**
• **Price Proposal.**	**40**
TOTAL POINTS	**100 Points**
Offeror must demonstrate compliance with insurance requirements	Yes | No
TOTAL AVAILABLE POINTS	**100 Points**

Proposals will be evaluated based on qualifications, experience and pricing, with points assigned according to the criteria outlined in this solicitation. Following evaluation, the Authority will rank the proposals based on their overall score, which considers both the technical proposal and the proposed price, to establish a pool of qualified contractors

Award. The Management Company reserves the right to select multiple contractors for the completion of unit turnover/make-ready services. If any selected contractor is unable to complete assigned work by the expected completion date, the Management Company may reassign unit turnover to other contractors in the pool. Designated Management Company staff will assign units to each contractor along with an estimated timeline for completion. In the event that additional work is required, designated staff will walk the unit with the contractor and request a quote/proposal. The Management Company will evaluate the quote for price reasonableness and scope of work.

There is no obligation on the part of GRCD to select and award any submitting respond or to any firm submitting a response.

SECTION 5: CONTRACT PROCEDURE

Contract Award Procedure. Each contractor selected for the qualified pool will receive a Agreement with a Not-To-Exceed (NTE) amount assigned by the Management Company. The total of all NTE amounts for the contractors in the pool will not exceed the Management Company's budget for unit turnover services.

Work Assignment Notice to Proceed. If approved for the work by GRDC, the contractor shall be provided a Work Assignment Notice to Proceed against a standing Agreement, with work issued on a Work Assignment Notice to Proceed, on as-needed basis. The actual number of contractors chosen will depend on the number of anticipated units to be turnaround and availability of in-house staff. Contractors should limit their proposal to the services for which they are qualified and competent to complete. Contractors may also be required to provide supplemental support to the property maintenance staff in occupied units

Contract term. The term of the contract will be three (3) years, with two (2) optional one-year extensions at the discretion of GRDC, based on the Contractor's performance.

Contract Form. A contract/Agreement will be executed with the selected contractor(s) based on the GRDC terms and condition. Submission of a proposal indicates the Offeror's acceptance of the GRDC standard contractual requirements.

Assignment of Personnel. The Authority shall retain the right to demand and receive a change in personnel assigned to the work if the Authority believes that such change is in the best interest of the Authority and the completion of the contracted work.

Unauthorized Sub-Contracting Prohibited. The Contractor shall not assign any right, nor delegate any duty for the work proposed pursuant to this RFP (including, but not limited to, selling or transferring the contract) without the prior written consent of the Authority . Any purported assignment of interest or delegation of duty, without the prior written consent of the Authority shall be void and may result in the cancellation of the contract with the Authority, or may result in the full or partial forfeiture of funds paid to the Contractor as a result of the proposed contract; either as determined by the Authority.

Confidentiality. During the term of this contract, as well as thereafter, all information pertaining to the Authority shall be kept confidential unless such information is open to the public under local, state, and/or federal law. Contractor shall not use any such information to the detriment of the Authority or its officers or employees at any time during or after the period of this contract.

SECTION 6: SPECIAL CONDITIONS

Standards of Conduct. The successful Offeror shall be responsible for maintaining satisfactory standards of employee's competency, conduct, courtesy, appearance, honesty, integrity and shall be responsible for taking such disciplinary action with respect to any employee, as may be necessary.

Insurance. The successful Offeror shall provide GRDC with evidence of all appropriate and applicable insurance coverage carried by the firm, including policy coverage periods. Offerors shall furnish GRDC with certificates of insurance, showing that the following insurance is in force and will insure all operations under this RFP. All policies must be in amounts acceptable to the Authority. Upon Notice of Award, the Authority must be named as an additional insured on all policies and the policy must provide that coverage cannot be canceled without notice to the Authority at least thirty (30) days before the effective date of such cancellation. Notwithstanding the foregoing, the Authority reserves the right, in its sole discretion, to raise, waive or reduce the limits of any insurance coverage, including deductibles, required under this Request for Proposals, or to otherwise modify insurance requirements as it deems appropriate.

Professional Liability Insurance – The successful Offeror shall maintain a policy of professional liability insurance in the amount of at least $2,000,000 per occurrence.

Workers' Compensation in accordance with the State of South Carolina rules and Regulations.

General Liability Insurance with a single limit for bodily injury of $1,000,000 per occurrence and property damage limit of no less than $1,000,000 per occurrence.

Automobile liability on owned and non-owned motor vehicles used on the site(s) or in connection herewith for a combined single limit of bodily injury and property damage of not less than $1,000,000 per occurrence.

City/State Business License. If applicable, a copy of the Offeror's license(s) allowing that entity to provide such services within the City of Greenville and/or the state of South Carolina.

Fire/Water Legal Liability insurance may be required if higher-risk repairs or mechanical work are performed.

All insurance shall be carried with companies that are financially responsible and admitted to do business in the State of South Carolina. Offeror shall not permit the insurance policies required to lapse during the period for which the Agreement is in effect. All certificates of insurance shall provide that no coverage may be cancelled or non-renewed by the insurance company until at least thirty days prior written notice

SECTION 7: RESERVATION OF RIGHTS

GRDC reserves the right to:

Reject, Waive or Terminate the RFP. Reject any or all proposals, to waive any informality in the RFP process, or to terminate the RFP process at any time, if deemed by GRDC to be in its best interests.

Right to Not Award. Not to award a contract pursuant to this RFP.

Right to Terminate. Terminate a contract awarded pursuant to this RFP, at any time for its convenience upon 10 days written notice to the successful proposer(s).

Right to Determine Time and Location. Determine the days, hours and locations that the successful proposer(s) shall provide the services called for in this RFP.

Right to Retain Proposals. Retain all proposals submitted and not permit withdrawal for a period of 90 days subsequent to the deadline for receiving proposals without the written consent of the Contracting Officer (CO) named herein.

Right to Negotiate. Negotiate the fees proposed by the proposer entity.

Right to Reject any Proposal. Reject and do not consider any proposal that does not meet the requirements of this RFP, including but not necessarily limited to incomplete proposals and/or proposals offering alternate or non-requested services.

No Obligation to Compensate. GRDC has no obligation to compensate any proposer for any costs incurred in responding to this RFP.

Right to Prohibit – Right to Reject. At any time during the RFP or contract process to prohibit any further participation by a proposer or reject any proposal submitted that does not conform to any of the requirements detailed herein.

PROTEST PROCEDURE.

To ensure fairness and transparency in the procurement process, any bidder or proposer who wishes to file a protest or complaint regarding a solicitation, evaluation, or award decision must submit the claim in writing to the Contracting Officer (CO) within **10 business days** of the date of the action or decision being protested. The CO will review and respond to all timely protests in writing within a reasonable period.

SECTION 8: APPENDIX

Submit the following Forms. These forms shall constitute a part of the RFP and any contract.

- Experience Form
- Questionnaire
- Price Proposal Form
- Acknowledgement of Addenda
- Non-Collusive Affidavit
- Properties List and address
- W9

Experience Form

Please complete a form for each organization that you have provided Unit Turnover Services in the last five (5) years similar to GRDC. (List no more than 5 organizations)

Organization Name: _____

Address: _____ City: _____ State: _____ Zip: _____ Organization

Size (# Employees): _____ Organization Website: _____ Type of Organization: _____

Public ____ Private ____ Quasi-Governmental

Organization Description:

Contact Name: _____ Address:

_____ City: _____ State: _____ Zip: _____

Email Address _____ Phone Number: _____

Contract Term (if renewable, has it been renewed?):

Type of Financial Advisory Services Provided to Organization:

Questionnaire

If you answer yes to any of the following, on a separate attachment, provide a detailed explanation regarding the circumstances relating to same, including the names, addresses and phone numbers of persons who might be contacted for additional information.

1. Has your organization, any principal of your organization, or any "Affiliated Entity" (i.e. an entity of which your organization or one or more principals of your organization serves or served as general partner, managing member, or manager, or an entity in which your organization or the principal[s] of your organization (individually or collectively) have or had a greater than 50% interest):

    a. Ever been terminated on a contract for cause?

    Yes ____ No ____

    b. Within the last five years, made payment on a contract for damages?

    Yes ____ No ____

2. Has your organization, any principal of your organization, or any Affiliated Entity, in the last three years, received a final order for willful and/or repeated violation(s) issued by any government Authority?

    Yes ____ No ____

3. In the last ten years, has your organization, any principal of your organization, or any Affiliated Entity, had any judgment entered against it or them for any claim sounding in breach of contract, tortious interference with contract or a contract expectancy, discrimination, or fraud?

    Yes ____ No ____

    If yes, please, on a separate attachment, state the person or entity against whom the judgment was entered, give the location and date of the judgment, describe the project involved, and explain the circumstances relating to the judgment, including the names, addresses and phone numbers of persons who might be contacted for additional information.

4. If you answer yes to any of the following, please, state the person or entity against whom the conviction or debarment was entered, give the location and date of the conviction or debarment, describe the project involved, and explain the circumstances relating to the conviction or debarment, including the names, addresses and phone numbers of persons who might be contacted for additional information. In the last ten years, has your organization or any officer, director, partner, owner, project manager, procurement manager or chief financial officer of your organization:

    a. Ever been found guilty of charges related to conflict of interest?

    Yes____ No ____

b. Ever been convicted of criminal charges relating to contracting or bribery?

Yes ____ No ____

5. Is your organization or any officer, director, partner or owner currently debarred from doing federal, state or local government work for any reason?

Yes ____ No ____

Yes ____ No ____

Price Proposal Form –
Pricing must be based on square footage listed above

	Trash Removal	**Deep Clean**	**Minor Repairs Standard Unit Repairs**	**Paint**	**Second Coat of Paint at GRDC Request**	Notes/Assumption
1 Bedroom	$_____	$_____	$_____	$_____	$_____	
2 Bedroom	$_____	$_____	$_____	$_____	$_____	
3 Bedroom	$_____	$_____	$_____	$_____	$_____	
4 Bedroom	$_____	$_____	$_____	$_____	$_____	
5 Bedroom	$_____	$_____	$_____	$_____	$_____	

ACKNOWLEDGEMENT OF ADDENDA AND RESPONSES TO WRITTEN QUESTIONS

REQUEST FOR PROPOSALS
Financial Advisory Consulting Services RFP XXXXXX"

Offeror acknowledges having checked the website, at www.tgha.net , for all Addenda and responses to written questions through the end date of XXXXXX, 2025 at xxxx Eastern Standard Time. Noted addenda numbers are listed below with the date of receipt.

Addendum Number: _____Date Received: __
Addendum Number: _____Date Received: __
Addendum Number: _____Date Received: __
Addendum Number: _____Date Received: __
Addendum Number: _____Date Received: __
Addendum Number: _____Date Received: __

_____
Firm Name

_____
Signature

_____
Printed or Typed Name

_____
Date

NON-COLLUSIVE AFFIDAVIT

STATE OF_____)

COUNTY OF_____)

_____, being first duly sworn, deposes and says:

THAT HE/SHE IS_____(*a partner or officer of the firm of, etc.*) the party making the foregoing proposal or bid; that such proposal or bid is genuine and not collusive nor sham; that said bidder has not colluded, conspired, connived nor 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 of collusion, or communication or convergence, with any person, to fix the bid price of affiant or of any other bidder; nor to fix any overhead, profit, or cost element of said bid price, nor of that of any other bidder; nor to secure any advantage against GRDC122 Edinburgh Court
– Greenville, SC 29607, or any person interested in the proposed contract; and that all statements in said proposal or bid are true.

Signatures of:

BIDDER, if the Bidder is an individual: _____

PARTNER, if the Bidder is a partnership: _____

OFFICER, if the Bidder is a corporation: _____

SUBSCRIBED AND SWORN TO BEFORE ME

This_____day of_____, 20_____

_____
(Notary Public)

My Commission expires: _____

PROPERTIES LIST & ADDRESS

Property	Address
Manor at West Greenville	11 Manning Street
Harbor at West Greenville	430 Perry Ave.
Gallery at West Greenville	81 Textile Avenue
Heritage at Sliding Rock	125 Ramsey Ct Greenville, SC 29607
Valley Creek	2 Provence St Greenville, SC 29607
Preserve at Logan Park	80 Thruston Street, Greenville, SC
Charleston Place	335 Greenacre Road, Greenville, SC
Forest View	200 Clark Street, Greenville, SC
Clark Ridge Commons	200 Clark Street, Greenville, SC
Nicholtown Greens	200 Clark Street, Greenville, SC
Evergreen Place	102 Roosevelt Avenue, Greenville, SC
Ridgeway Apartments	389 Industrial Drive, Greenville, SC
Arcadia Hills	Woodlark St. & Keith Drive, Greenville, SC
Scattered Sites	Various

Form **W-9**
(Rev. October 2018)
Department of the Treasury
Internal Revenue Service

Request for Taxpayer Identification Number and Certification

▸ **Go to *www.irs.gov/FormW9* for instructions and the latest information.**

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

Print or type. See **Specific Instructions** on page 3.

1 Name (as shown on your income tax return). Name is required on this line; do not leave this line blank.

2 Business name/disregarded entity name, if different from above

3 Check appropriate box for federal tax classification of the person whose name is entered on line 1. Check only **one** of the following seven boxes.

☐ Individual/sole proprietor or single-member LLC ☐ C Corporation ☐ S Corporation ☐ Partnership ☐ Trust/estate

☐ Limited liability company. Enter the tax classification (C=C corporation, S=S corporation, P=Partnership) ▸

Note: 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 **not** 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.

☐ Other (see instructions) ▸

4 Exemptions (codes apply only to certain entities, not individuals; see instructions on page 3):

Exempt payee code (if any)

Exemption from FATCA reporting code (if any) _____

(Applies to accounts maintained outside the U.S.)

5 Address (number, street, and apt. or suite no.) See instructions.

Requester's name and address (optional)

6 City, state, and ZIP code

7 List account number(s) here (optional)

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.

Social security number

			–			–				

or

Employer identification number

		–							

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.

Sign Here **Signature of U.S. person** ▸ **Date** ▸

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.*

A. 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.*

Cat. No. 10231X

Form **W-9** (Rev. 10-2018)

By signing the filled-out form, you:

1. Certify that the TIN you are giving is correct (or you are waiting for a number to be issued),

2. Certify that you are not subject to backup withholding, or

3. Claim exemption from backup withholding if you are a U.S. exempt payee. If applicable, you are also certifying that as a U.S. person, your allocable share of any partnership income from a U.S. trade or business is not subject to the withholding tax on foreign partners' share of effectively connected income, and

4. Certify that FATCA code(s) entered on this form (if any) indicating that you are exempt from the FATCA reporting, is correct. See *What is FATCA reporting*, later, for further information.

Note: If you are a U.S. person and a requester gives you a form other than Form W-9 to request your TIN, you must use the requester's form if it is substantially similar to this Form W-9.

Definition of a U.S. person. For federal tax purposes, you are considered a U.S. person if you are:

- An individual who is a U.S. citizen or U.S. resident alien;
- A partnership, corporation, company, or association created or organized in the United States or under the laws of the United States;
- An estate (other than a foreign estate); or
- A domestic trust (as defined in Regulations section 301.7701-7).

Special rules for partnerships. Partnerships that conduct a trade or business in the United States are generally required to pay a withholding tax under section 1446 on any foreign partners' share of effectively connected taxable income from such business. Further, in certain cases where a Form W-9 has not been received, the rules under section 1446 require a partnership to presume that a partner is a foreign person, and pay the section 1446 withholding tax. Therefore, if you are a U.S. person that is a partner in a partnership conducting a trade or business in the United States, provide Form W-9 to the partnership to establish your U.S. status and avoid section 1446 withholding on your share of partnership income.

In the cases below, the following person must give Form W-9 to the partnership for purposes of establishing its U.S. status and avoiding withholding on its allocable share of net income from the partnership conducting a trade or business in the United States.

- In the case of a disregarded entity with a U.S. owner, the U.S. owner of the disregarded entity and not the entity;
- In the case of a grantor trust with a U.S. grantor or other U.S. owner, generally, the U.S. grantor or other U.S. owner of the grantor trust and not the trust; and
- In the case of a U.S. trust (other than a grantor trust), the U.S. trust (other than a grantor trust) and not the beneficiaries of the trust.

Foreign person. If you are a foreign person or the U.S. branch of a foreign bank that has elected to be treated as a U.S. person, do not use Form W-9. Instead, use the appropriate Form W-8 or Form 8233 (see Pub. 515, Withholding of Tax on Nonresident Aliens and Foreign Entities).

Nonresident alien who becomes a resident alien. Generally, only a nonresident alien individual may use the terms of a tax treaty to reduce or eliminate U.S. tax on certain types of income. However, most tax treaties contain a provision known as a "saving clause." Exceptions specified in the saving clause may permit an exemption from tax to continue for certain types of income even after the payee has otherwise become a U.S. resident alien for tax purposes.

If you are a U.S. resident alien who is relying on an exception contained in the saving clause of a tax treaty to claim an exemption from U.S. tax on certain types of income, you must attach a statement to Form W-9 that specifies the following five items.

1. The treaty country. Generally, this must be the same treaty under which you claimed exemption from tax as a nonresident alien.

2. The treaty article addressing the income.

3. The article number (or location) in the tax treaty that contains the saving clause and its exceptions.

4. The type and amount of income that qualifies for the exemption from tax.

5. Sufficient facts to justify the exemption from tax under the terms of the treaty article.

Example. Article 20 of the U.S.-China income tax treaty allows an exemption from tax for scholarship income received by a Chinese student temporarily present in the United States. Under U.S. law, this student will become a resident alien for tax purposes if his or her stay in the United States exceeds 5 calendar years. However, paragraph 2 of the first Protocol to the U.S.-China treaty (dated April 30, 1984) allows the provisions of Article 20 to continue to apply even after the Chinese student becomes a resident alien of the United States. A Chinese student who qualifies for this exception (under paragraph 2 of the first protocol) and is relying on this exception to claim an exemption from tax on his or her scholarship or fellowship income would attach to Form W-9 a statement that includes the information described above to support that exemption.

If you are a nonresident alien or a foreign entity, give the requester the appropriate completed Form W-8 or Form 8233.

Backup Withholding

What is backup withholding? Persons making certain payments to you must under certain conditions withhold and pay to the IRS 24% of such payments. This is called "backup withholding." Payments that may be subject to backup withholding include interest, tax-exempt interest, dividends, broker and barter exchange transactions, rents, royalties, nonemployee pay, payments made in settlement of payment card and third party network transactions, and certain payments from fishing boat operators. Real estate transactions are not subject to backup withholding.

You will not be subject to backup withholding on payments you receive if you give the requester your correct TIN, make the proper certifications, and report all your taxable interest and dividends on your tax return.

Payments you receive will be subject to backup withholding if:

1. You do not furnish your TIN to the requester,

2. You do not certify your TIN when required (see the instructions for Part II for details),

3. The IRS tells the requester that you furnished an incorrect TIN,

4. The IRS tells you that you are subject to backup withholding because you did not report all your interest and dividends on your tax return (for reportable interest and dividends only), or

5. You do not certify to the requester that you are not subject to backup withholding under 4 above (for reportable interest and dividend accounts opened after 1983 only).

Certain payees and payments are exempt from backup withholding. See *Exempt payee code*, later, and the separate Instructions for the Requester of Form W-9 for more information.

Also see *Special rules for partnerships*, earlier.

What is FATCA Reporting?

The Foreign Account Tax Compliance Act (FATCA) requires a participating foreign financial institution to report all United States account holders that are specified United States persons. Certain payees are exempt from FATCA reporting. See *Exemption from FATCA reporting code*, later, and the Instructions for the Requester of Form W-9 for more information.

Updating Your Information

You must provide updated information to any person to whom you claimed to be an exempt payee if you are no longer an exempt payee and anticipate receiving reportable payments in the future from this person. For example, you may need to provide updated information if you are a C corporation that elects to be an S corporation, or if you no longer are tax exempt. In addition, you must furnish a new Form W-9 if the name or TIN changes for the account; for example, if the grantor of a grantor trust dies.

Penalties

Failure to furnish TIN. If you fail to furnish your correct TIN to a requester, you are subject to a penalty of $50 for each such failure unless your failure is due to reasonable cause and not to willful neglect.

Civil penalty for false information with respect to withholding. If you make a false statement with no reasonable basis that results in no backup withholding, you are subject to a $500 penalty.

Criminal penalty for falsifying information. Willfully falsifying certifications or affirmations may subject you to criminal penalties including fines and/or imprisonment.

Misuse of TINs. If the requester discloses or uses TINs in violation of federal law, the requester may be subject to civil and criminal penalties.

Specific Instructions

Line 1

You must enter one of the following on this line; **do not** leave this line blank. The name should match the name on your tax return.

If this Form W-9 is for a joint account (other than an account maintained by a foreign financial institution (FFI)), list first, and then circle, the name of the person or entity whose number you entered in Part I of Form W-9. If you are providing Form W-9 to an FFI to document a joint account, each holder of the account that is a U.S. person must provide a Form W-9.

a. **Individual.** Generally, enter the name shown on your tax return. If you have changed your last name without informing the Social Security Administration (SSA) of the name change, enter your first name, the last name as shown on your social security card, and your new last name.

Note: ITIN applicant: Enter your individual name as it was entered on your Form W-7 application, line 1a. This should also be the same as the name you entered on the Form 1040/1040A/1040EZ you filed with your application.

b. **Sole proprietor or single-member LLC.** Enter your individual name as shown on your 1040/1040A/1040EZ on line 1. You may enter your business, trade, or "doing business as" (DBA) name on line 2.

c. **Partnership, LLC that is not a single-member LLC, C corporation, or S corporation.** Enter the entity's name as shown on the entity's tax return on line 1 and any business, trade, or DBA name on line 2.

d. **Other entities.** Enter your name as shown on required U.S. federal tax documents on line 1. This name should match the name shown on the charter or other legal document creating the entity. You may enter any business, trade, or DBA name on line 2.

e. **Disregarded entity.** For U.S. federal tax purposes, an entity that is disregarded as an entity separate from its owner is treated as a "disregarded entity." See Regulations section 301.7701-2(c)(2)(iii). Enter the owner's name on line 1. The name of the entity entered on line 1 should never be a disregarded entity. The name on line 1 should be the name shown on the income tax return on which the income should be reported. For example, if a foreign LLC that is treated as a disregarded entity for U.S. federal tax purposes has a single owner that is a U.S. person, the U.S. owner's name is required to be provided on line 1. If the direct owner of the entity is also a disregarded entity, enter the first owner that is not disregarded for federal tax purposes. Enter the disregarded entity's name on line 2, "Business name/disregarded entity name." If the owner of the disregarded entity is a foreign person, the owner must complete an appropriate Form W-8 instead of a Form W-9. This is the case even if the foreign person has a U.S. TIN.

Line 2

If you have a business name, trade name, DBA name, or disregarded entity name, you may enter it on line 2.

Line 3

Check the appropriate box on line 3 for the U.S. federal tax classification of the person whose name is entered on line 1. Check only one box on line 3.

IF the entity/person on line 1 is a(n) . . .	THEN check the box for . . .
• Corporation	Corporation
• Individual • Sole proprietorship, or • Single-member limited liability company (LLC) owned by an individual and disregarded for U.S. federal tax purposes.	Individual/sole proprietor or single-member LLC
• LLC treated as a partnership for U.S. federal tax purposes, • LLC that has filed Form 8832 or 2553 to be taxed as a corporation, or • LLC that is disregarded as an entity separate from its owner but the owner is another LLC that is not disregarded for U.S. federal tax purposes.	Limited liability company and enter the appropriate tax classification. (P= Partnership; C= C corporation; or S= S corporation)
• Partnership	Partnership
• Trust/estate	Trust/estate

Line 4, Exemptions

If you are exempt from backup withholding and/or FATCA reporting, enter in the appropriate space on line 4 any code(s) that may apply to you.

Exempt payee code.

• Generally, individuals (including sole proprietors) are not exempt from backup withholding.

• Except as provided below, corporations are exempt from backup withholding for certain payments, including interest and dividends.

• Corporations are not exempt from backup withholding for payments made in settlement of payment card or third party network transactions.

• Corporations are not exempt from backup withholding with respect to attorneys' fees or gross proceeds paid to attorneys, and corporations that provide medical or health care services are not exempt with respect to payments reportable on Form 1099-MISC.

The following codes identify payees that are exempt from backup withholding. Enter the appropriate code in the space in line 4.

1—An organization exempt from tax under section 501(a), any IRA, or a custodial account under section 403(b)(7) if the account satisfies the requirements of section 401(f)(2)

2—The United States or any of its agencies or instrumentalities 3—

A state, the District of Columbia, a U.S. commonwealth or possession, or any of their political subdivisions or instrumentalities

4—A foreign government or any of its political subdivisions, agencies, or instrumentalities

5—A corporation

6—A dealer in securities or commodities required to register in the United States, the District of Columbia, or a U.S. commonwealth or possession

7—A futures commission merchant registered with the Commodity Futures Trading Commission

8—A real estate investment trust

9—An entity registered at all times during the tax year under the Investment Company Act of 1940

10—A common trust fund operated by a bank under section 584(a) 11—

A financial institution

12—A middleman known in the investment community as a nominee or custodian

13—A trust exempt from tax under section 664 or described in section 4947

The following chart shows types of payments that may be exempt from backup withholding. The chart applies to the exempt payees listed above, 1 through 13.

IF the payment is for . . .	THEN the payment is exempt for . . .
Interest and dividend payments	All exempt payees except for 7
Broker transactions	Exempt payees 1 through 4 and 6 through 11 and all C corporations. S corporations must not enter an exempt payee code because they are exempt only for sales of noncovered securities acquired prior to 2012.
Barter exchange transactions and patronage dividends	Exempt payees 1 through 4 F.
Payments over $600 required to be reported and direct sales over $5,000[1]	Generally, exempt payees 1 through 5[2]
Payments made in settlement of payment card or third party network transactions	Exempt payees 1 through 4

[1] See Form 1099-MISC, Miscellaneous Income, and its instructions.

[2] However, the following payments made to a corporation and reportable on Form 1099-MISC are not exempt from backup withholding: medical and health care payments, attorneys' fees, gross proceeds paid to an attorney reportable under section 6045(f), and payments for services paid by a federal executive agency.

Exemption from FATCA reporting code. The following codes identify payees that are exempt from reporting under FATCA. These codes apply to persons submitting this form for accounts maintained outside of the United States by certain foreign financial institutions. Therefore, if you are only submitting this form for an account you hold in the United States, you may leave this field blank. Consult with the person requesting this form if you are uncertain if the financial institution is subject to these requirements. A requester may indicate that a code is not required by providing you with a Form W-9 with "Not Applicable" (or any similar indication) written or printed on the line for a FATCA exemption code.

A—An organization exempt from tax under section 501(a) or any individual retirement plan as defined in section 7701(a)(37)

B—The United States or any of its agencies or instrumentalities C—A state, the District of Columbia, a U.S. commonwealth or possession, or any of their political subdivisions or instrumentalities

D—A corporation the stock of which is regularly traded on one or more established securities markets, as described in Regulations section 1.1472-1(c)(1)(i)

E—A corporation that is a member of the same expanded affiliated group as a corporation described in Regulations section 1.1472-1(c)(1)(i)

F—A dealer in securities, commodities, or derivative financial instruments (including notional principal contracts, futures, forwards, and options) that is registered as such under the laws of the United States or any state G.

G—A real estate investment trust

H—A regulated investment company as defined in section 851 or an entity registered at all times during the tax year under the Investment Company Act of 1940

I—A common trust fund as defined in section 584(a) J—A bank as defined in section 581

K—A broker

L—A trust exempt from tax under section 664 or described in section 4947(a)(1)

M—A tax exempt trust under a section 403(b) plan or section 457(g) plan

Note: You may wish to consult with the financial institution requesting this form to determine whether the FATCA code and/or exempt payee code should be completed.

Line 5

Enter your address (number, street, and apartment or suite number). This is where the requester of this Form W-9 will mail your information returns. If this address differs from the one the requester already has on file, write NEW at the top. If a new address is provided, there is still a chance the old address will be used until the payor changes your address in their records.

Line 6

Enter your city, state, and ZIP code.

Part I. Taxpayer Identification Number (TIN)

Enter your TIN in the appropriate box. If you are a resident alien and you do not have and are not eligible to get an SSN, your TIN is your IRS individual taxpayer identification number (ITIN). Enter it in the social security number box. If you do not have an ITIN, see *How to get a TIN* below.

If you are a sole proprietor and you have an EIN, you may enter either your SSN or EIN.

If you are a single-member LLC that is disregarded as an entity separate from its owner, enter the owner's SSN (or EIN, if the owner has one). Do not enter the disregarded entity's EIN. If the LLC is classified as a corporation or partnership, enter the entity's EIN.

Note: See *What Name and Number To Give the Requester*, later, for further clarification of name and TIN combinations.

How to get a TIN. If you do not have a TIN, apply for one immediately. To apply for an SSN, get Form SS-5, Application for a Social Security Card, from your local SSA office or get this form online at *www.SSA.gov*. You may also get this form by calling 1-800-772-1213. Use Form W-7, Application for IRS Individual Taxpayer Identification Number, to apply for an ITIN, or Form SS-4, Application for Employer Identification Number, to apply for an EIN. You can apply for an EIN online by accessing the IRS website at *www.irs.gov/Businesses* and clicking on Employer Identification Number (EIN) under Starting a Business. Go to *www.irs.gov/Forms* to view, download, or print Form W-7 and/or Form SS-4. Or, you can go to *www.irs.gov/OrderForms* to place an order and have Form W-7 and/or SS-4 mailed to you within 10 business days.

If you are asked to complete Form W-9 but do not have a TIN, apply for a TIN and write "Applied For" in the space for the TIN, sign and date the form, and give it to the requester. For interest and dividend payments, and certain payments made with respect to readily tradable instruments, generally you will have 60 days to get a TIN and give it to the requester before you are subject to backup withholding on payments. The 60-day rule does not apply to other types of payments. You will be subject to backup withholding on all such payments until you provide your TIN to the requester.

Note: Entering "Applied For" means that you have already applied for a TIN or that you intend to apply for one soon.

Caution: A disregarded U.S. entity that has a foreign owner must use the appropriate Form W-8.

Part II. Certification

To establish to the withholding agent that you are a U.S. person, or resident alien, sign Form W-9. You may be requested to sign by the withholding agent even if item 1, 4, or 5 below indicates otherwise.

For a joint account, only the person whose TIN is shown in Part I should sign (when required). In the case of a disregarded entity, the person identified on line 1 must sign. Exempt payees, see *Exempt payee code*, earlier.

Signature requirements. Complete the certification as indicated in items 1 through 5 below.

1. Interest, dividend, and barter exchange accounts opened before 1984 and broker accounts considered active during 1983. You must give your correct TIN, but you do not have to sign the certification.

2. Interest, dividend, broker, and barter exchange accounts opened after 1983 and broker accounts considered inactive during 1983. You must sign the certification or backup withholding will apply. If you are subject to backup withholding and you are merely providing your correct TIN to the requester, you must cross out item 2 in the certification before signing the form.

3. Real estate transactions. You must sign the certification. You may cross out item 2 of the certification.

4. Other payments. You must give your correct TIN, but you do not have to sign the certification unless you have been notified that you have previously given an incorrect TIN. "Other payments" include payments made in the course of the requester's trade or business for rents, royalties, goods (other than bills for merchandise), medical and health care services (including payments to corporations), payments to a nonemployee for services, payments made in settlement of payment card and third party network transactions, payments to certain fishing boat crew members and fishermen, and gross proceeds paid to attorneys (including payments to corporations).

5. Mortgage interest paid by you, acquisition or abandonment of secured property, cancellation of debt, qualified tuition program payments (under section 529), ABLE accounts (under section 529A), IRA, Coverdell ESA, Archer MSA or HSA contributions or distributions, and pension distributions. You must give your correct TIN, but you do not have to sign the certification.

H. What Name and Number To Give the Requester

For this type of account:	Give name and SSN of:
1. Individual	The individual
2. Two or more individuals (joint account) other than an account maintained by an FFI	The actual owner of the account or, if combined funds, the first individual on the account[1]
3. Two or more U.S. persons (joint account maintained by an FFI)	Each holder of the account
4. Custodial account of a minor (Uniform Gift to Minors Act)	The minor[2]
5. a. The usual revocable savings trust (grantor is also trustee) b. So-called trust account that is not a legal or valid trust under state law	The grantor-trustee[1] The actual owner[1]
6. Sole proprietorship or disregarded entity owned by an individual	The owner[3]
7. Grantor trust filing under Optional Form 1099 Filing Method 1 (see Regulations section 1.671-4(b)(2)(i)(A))	The grantor*
For this type of account:	**Give name and EIN of:**
8. Disregarded entity not owned by an individual	The owner
9. A valid trust, estate, or pension trust	Legal entity[4]
10. Corporation or LLC electing corporate status on Form 8832 or Form 2553	The corporation
11. Association, club, religious, charitable, educational, or other tax-exempt organization	The organization
12. Partnership or multi-member LLC	The partnership
13. A broker or registered nominee	The broker or nominee
14. Account with the Department of Agriculture in the name of a public entity (such as a state or local government, school district, or prison) that receives agricultural program payments	The public entity
15. Grantor trust filing under the Form 1041 Filing Method or the Optional Form 1099 Filing Method 2 (see Regulations section 1.671-4(b)(2)(i)(B))	The trust

[1] List first and circle the name of the person whose number you furnish. If only one person on a joint account has an SSN, that person's number must be furnished.

[2] Circle the minor's name and furnish the minor's SSN.

[3] You must show your individual name and you may also enter your business or DBA name on the "Business name/disregarded entity" name line. You may use either your SSN or EIN (if you have one), but the IRS encourages you to use your SSN.

[4] List first and circle the name of the trust, estate, or pension trust. (Do not furnish the TIN of the personal representative or trustee unless the legal entity itself is not designated in the account title.) Also see *Special rules for partnerships*, earlier.

***Note:** The grantor also must provide a Form W-9 to trustee of trust.

Note: If no name is circled when more than one name is listed, the number will be considered to be that of the first name listed.

Secure Your Tax Records From Identity Theft

Identity theft occurs when someone uses your personal information such as your name, SSN, or other identifying information, without your permission, to commit fraud or other crimes. An identity thief may use your SSN to get a job or may file a tax return using your SSN to receive a refund.

To reduce your risk:

- Protect your SSN,
- Ensure your employer is protecting your SSN, and
- Be careful when choosing a tax preparer.

If your tax records are affected by identity theft and you receive a notice from the IRS, respond right away to the name and phone number printed on the IRS notice or letter.

If your tax records are not currently affected by identity theft but you think you are at risk due to a lost or stolen purse or wallet, questionable credit card activity or credit report, contact the IRS Identity Theft Hotline at 1-800-908-4490 or submit Form 14039.

For more information, see Pub. 5027, Identity Theft Information for Taxpayers.

Victims of identity theft who are experiencing economic harm or a systemic problem, or are seeking help in resolving tax problems that have not been resolved through normal channels, may be eligible for Taxpayer Advocate Service (TAS) assistance. You can reach TAS by calling the TAS toll-free case intake line at 1-877-777-4778 or TTY/TDD 1-800-829-4059.

Protect yourself from suspicious emails or phishing schemes. Phishing is the creation and use of email and websites designed to mimic legitimate business emails and websites. The most common act is sending an email to a user falsely claiming to be an established legitimate enterprise in an attempt to scam the user into surrendering private information that will be used for identity theft.

The IRS does not initiate contacts with taxpayers via emails. Also, the IRS does not request personal detailed information through email or ask taxpayers for the PIN numbers, passwords, or similar secret access information for their credit card, bank, or other financial accounts.

If you receive an unsolicited email claiming to be from the IRS, forward this message to *phishing@irs.gov.* You may also report misuse of the IRS name, logo, or other IRS property to the Treasury Inspector General for Tax Administration (TIGTA) at 1-800-366-4484. You can forward suspicious emails to the Federal Trade Commission at *spam@uce.gov* or report them at *www.ftc.gov/complaint.* You can contact the FTC at *www.ftc.gov/idtheft* or 877-IDTHEFT (877-438-4338). If you have been the victim of identity theft, see *www.IdentityTheft.gov* and Pub. 5027.

Visit *www.irs.gov/IdentityTheft* to learn more about identity theft and how to reduce your risk.

Privacy Act Notice

Section 6109 of the Internal Revenue Code requires you to provide your correct TIN to persons (including federal agencies) who are required to file information returns with the IRS to report interest, dividends, or certain other income paid to you; mortgage interest you paid; the acquisition or abandonment of secured property; the cancellation of debt; or contributions you made to an IRA, Archer MSA, or HSA. The person collecting this form uses the information on the form to file information returns with the IRS, reporting the above information.

Routine uses of this information include giving it to the Department of Justice for civil and criminal litigation and to cities, states, the District of Columbia, and U.S. commonwealths and possessions for use in administering their laws. The information also may be disclosed to other countries under a treaty, to federal and state agencies to enforce civil and criminal laws, or to federal law enforcement and intelligence agencies to combat terrorism. You must provide your TIN whether or not you are required to file a tax return. Under section 3406, payers must generally withhold a percentage of taxable interest, dividend, and certain other payments to a payee who does not give a TIN to the payer. Certain penalties may also apply for providing false or fraudulent information.