

OWNER REPORT OF CHANGE FORM

Fill out effective date, check action that applies, and complete the bottom portions as needed. Effective Date of Change: _____

- I am reporting new contact information for myself as provided in the New Contact Information section below.
- I am notifying the Housing Authority of a change of ownership. The old and new owner need to complete the *Addendum to Section 8 Housing Choice Voucher Housing Assistance Payment Contract* for each property being transferred and submit with this form. The new owner will need to provide the following before payment can be made: proof of ownership (Grant Deed, Title, etc.), W-9 form, *Authorization Agreement for Direct Deposit*, and a listing of tenants being affected by this change.
- I am authorizing the person(s)/Management Company identified below to execute leases and related documents on my behalf, for the property(ies) identified below.
- I am requesting that all future correspondence be sent to the individual identified below.
- I am requesting that all future payments be deposited into the bank account for the individual identified below (a new *Authorization of Agreement for Direct Deposit* and W-9 form must be completed before payments will be transferred) as owner. The e-mail provided below will receive an e-mail outlining the payments made for each tenant.

NEW CONTACT INFORMATION:

Name: _____

Address: _____

City/State/Zip: _____

E-Mail: _____

Phone: (_____) _____

UNIT ADDRESSES AND TENANTS AFFECTED BY THIS CHANGE:

Owner Signature

Print Owner Name

Date

Best Contact Info (phone number or e-mail)

