



Housing Choice Voucher (HCV) Program Change of Ownership/Property Management/Payee Packet

Please complete or provide the documents requested below to show the current ownership and/or property management information.

Required forms and documents

Change of Ownership

- Copy of Notice to Tenant of Change of Ownership/Property Management
- W-9 completed with Payee information
- Social Security Card (SSN) for an Individual
- Employer Identification Number (EIN) Notice from IRS for a company
- Proof of ownership
 - Deed
 - Title Insurance
 - HUD 1 Settlement Agreement
- Management Agreement, if party other than owner will receive payment
- Trust Agreement and Beneficiary information, if property is held in trust
- Deposit Authorization Agreement for Direct Deposit (ACH Credit) voided check or deposit slip

Change of Payee

- Copy of Notice to Tenant of Change of Ownership/Property
- W-9 completed with Payee information
- Social Security Card (SSN) for an Individual
- Employer Identification Number (EIN) Notice from IRS for a company
- Management Agreement, if party other than owner will receive payment
- Deposit Authorization Agreement for Direct Deposit (ACH Credit) voided check or deposit slip

Change of Address for owner or agent

- Change of Ownership/Property Management Notice showing new address

Change of Direct Deposit

- Change of Owner/Property Management Notice
- Deposit Authorization Agreement for Direct Deposit (ACH Credit) voided check or deposit slip



Baltimore Regional Housing Partnership

CONTRACT AND LEASE AGREEMENT AMENDMENT

Please provide a copy of the Notice to Tenant of Change of Owner/Property Management.

REFERENCE: Tenant: _____
Unit Address: _____

PART I
Effective _____ my/our ownership in the above referenced property was sold to:
_____. I/We relinquish all rights under these contracts
to the transferee.

PART II
Rent in the amount of \$ _____ for the period from _____ to _____
was paid by me to the new owner.

Previous Owner/Management Company (Print Name) Date

New Owner/Management Company (Print Name) Date

Tax ID Number or Social Security Number

PART III (To be completed by New Owner)
Effective _____, I/we agree to abide by the terms and conditions of the
applicable Section 8 Housing Assistance Payment Contract/Housing Voucher Contract, Lease and Lease
Addendum executed for the above referenced unit. Owner, Management Company, Agent and Payee
information is as follows: (Please Print)

A. Name, Address, Tax ID (Owner) B. Name, Address, Tax ID (Agent) C. Name, Address, Tax ID (Payee)

PART IV
Rent in the amount of \$ _____ for the period from _____ to _____
was paid to me by the previous owner/management company.

Signature

Date