

Change of Ownership Form



Housing Choice Voucher (HCV) Program Change of Ownership Packet

Please complete the attached Declaration of Ownership to show the current ownership and/or agent information.

Required forms and documents

Change of Ownership

- Declaration of Ownership
- 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

- Declaration of Ownership
- 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

- Declaration of Ownership showing new address

Change of Direct Deposit

- Declaration of Ownership
- Deposit Authorization Agreement for Direct Deposit (ACH Credit) voided check or deposit slip

Change of Ownership Form



CONTRACT AND LEASE AGREEMENT AMENDMENT

Change of Ownership

REFERENCE: Contract No.: _____
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 (Print Name) Date

New Owner (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, 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.

Signature Date