

## 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
- W9 completed with Payee information
- Taxpayer Identification Number (TIN) for Payee
  - Social Security Card (SSN) for an individual
  - Employer Identification Number (EIN) Notice from IRS for a company
- Proof of ownership
  - Deed
  - Title Insurance
- Management Agreement, if party other than owner will receive payment
- Trust Agreement and Beneficiary information, if property is held in trust
- Direct Deposit form

#### Change of Payee

- Declaration of Ownership
- W9 completed with Payee information
- Taxpayer Identification Number (TIN) for Payee
  - 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
- Direct Deposit form

#### Change of Address for owner or agent

- Declaration of Ownership showing new address

#### Change of Direct Deposit

- Declaration of Ownership
- Direct Deposit form





<b>Declaration of Ownership</b>																	
<b>Property Information</b>																	
Tenant Name							Client #										
Building Address																	
City, State, Zip																	
Property Index Number (PIN)			-			-			-								
<b>Ownership Information</b>																	
Legal Owner Name																	
Owner SSN			-			-			Owner TIN			-					
Mailing Address																	
City, State, Zip																	
Contact Phone																	
Email																	
<b>Payment Information</b>																	
Make payments to: <input type="checkbox"/> Owner <input type="checkbox"/> Agent                      Indicate SSN or TIN for payee below																	
Payee SSN			-			-			or TIN			-					
Agent Name																	
Mailing Address																	
City, State, Zip																	
Contact Phone																	
Email																	
<b>Certification</b>																	
<input type="checkbox"/> I certify that I am the legal owner or the legally-designated agent for the above referenced unit.																	
<input type="checkbox"/> I certify that the prospective tenant, including each family member, has no ownership interest in this dwelling unit whatsoever.																	
<input type="checkbox"/> I certify that the owner, including a principal or other interested party) is not the parent, child, grandparent, grandchild, sister or brother of any member of the family, unless the HACC has determined (and has notified the owner and the family of such determination) that approving the leasing of the unit, notwithstanding such relationship, would provide reasonable accommodation for a family member with disabilities																	
_____ Signature						_____ Date											
_____ Print Name						_____ Print Title											

