

CHANGE OF OWNERSHIP INSTRUCTIONS HOUSING CHOICE VOUCHER PROGRAM (HCVP)

1. To successfully change the ownership of a property to the new owner or to add a managing agent the following documents are required and must be completed:
 - Copy of form HUD-1 Settlement Statement or Copy of the Recorded Deed for the subject property address
 - W9 for owner and/or managing agent
 - Management Agreement
 - Direct Deposit Form
2. As the new owner/managing agent of a property currently being rented by a HCVP participant it is your responsibility to do the following:
 - Notify the family that a change in ownership has occurred
 - Provide the family with your preferred payment method and where the tenant rent portion should be made
 - Inform the family of the procedures for notifying you regarding maintenance and repairs
3. It is the responsibility of the new owner/managing agent to retrieve all funds associated with the rental unit from the previous owner. The previous owner must surrender the security deposit paid by the family to the new owner. The change of ownership process normally takes between one to two payment cycles (30 to 60 days). However, payments will be immediately placed on hold upon receipt of this paperwork.
4. RRHA will require all participating owners/agents to participate in the ACH Direct Deposit program. The Automated Clearing House (ACH) payments. ACH better known as direct deposit, will ensure that Housing Authority Payments are made to the bank accounts of HCVP owners/managing agents in a timely manner, without the risk of misdirected delivery or delay associated with using postage services for check delivery.

Change of Ownership documents must be sent to: spaxton@rkehousing.org

If you or anyone in your family is a person with disabilities, and you require a specific accommodation in order to fully utilize our programs and services, please contact your Housing Choice Voucher Specialist.

PROPERTY OWNER/AGENT INFORMATION

Please complete this form to register, change or update information for property owners and/or agents and return the following supporting documents as applicable: copy of form HUD-1 Settlement Statement and/or Copy of the Recorded Deed for the subject property address, W9 Tax form, Management agreement, and RRHA Direct Deposit form.

I certify that I am: New Owner/Agent Existing Owner Change/Update Contact Information

A. RENTAL PROPERTY INFORMATION – Please list all rental property addresses that are currently in the HCV program.

B. OWNER INFORMATION

Company Name: _____

Owner First & Last Name: _____

Owner Tax ID # / SSN: _____

Address: _____

City: _____ State: _____ Zip Code: _____

Telephone: Office: _____ Cell: _____

Email Address: _____

C. AGENT/MANAGEMENT INFORMATION

Company Name: _____

Agent First & Last Name: _____

Address: _____

City: _____ State: _____ Zip Code: _____

Telephone: Office: _____ Cell: _____

Email Address: _____

D. PAYEE INFORMATION – This information will be used as your Mailing Address:

Company Name: _____

Owner First & Last Name: _____

Address: _____

City: _____ State: _____ Zip Code: _____

Telephone: Office: _____ Cell: _____

Email Address: _____

Signature of Owner/Agent

Date

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