

LANDLORD STOP PAYMENT AND RE-ISSUE CHECK REQUEST

Name as it appears on subsidy check: _____

*Landlord Phone number: Office: _____ Mobile: _____ Home: _____

*Landlord Email: _____

*Landlord Current check mailing address: _____

Check number: _____ Check Date / payment month: _____ Check Amt \$ _____

Tenant Name:	Property Address:
(1) _____	_____
(2) _____	_____
(3) _____	_____
(4) _____	_____
(5) _____	_____

***Landlord / requester declaration:**

I _____ owner / property manager of above listed properties requesting Houston Housing Authority to stop payment on above mentioned check number, payment month and request new replacement check for the reason mentioned below. (Select any one)

- (a) I have not received original check in mail from post office
- (b) I received original check but lost / misplaced
- (c) I received original check and now over 90 days voided (need to submit original check)
- (d) Other : _____

I understand that after submitting this check stop payment request, if I will receive / find original check, I cannot deposit / cash it, but have to void and return to Houston Housing Authority.

You must submit a clear copy of valid state issued picture identification with this form.

*Signature

Date

*Print Name

Driver's License Number

***Please return this completed form with copy of a valid state issued picture ID**

- Without copy of picture ID, your change of address request will not be accepted.
- Use separate form for the name change due to recent marriage or divorce
- Sec8 Landlord must fax to (HHA – Finance fax# 713-260-0816)
- **All fields with an asterisk must be completed.**

