



Change of Ownership

Housing Choice Voucher Program

Dear Property Owner:

In order to process your Change of Ownership request you must provide the following items and supporting documents for each tenant. If you are submitting **(10)** or more Change of Ownership packet request, please include a spreadsheet listing the tenant name and complete address.

Please submit ALL Items to process change.

- ❖ Owner and Management Company (if payee) Social Security Number or Federal I.D. Form. A copy must be provided at the time of submitting.
(Ex: social security card or printout; IRS or federal documents of forms such as tax return or EIN assignment paperwork)
- ❖ **Recorded** Warranty Deed Copy showing proof of ownership – Only the 1st page and last signature page is required or HUD Final Settlement Agreement signed copy
- ❖ Copy of the management agreement must be provided if an agent is acting on behalf of an owner
- ❖ Copy of your picture ID (Drivers License, State ID, Passport, etc.)
- ❖ Direct Deposit form and supporting documents (EX: Voided Check and W-9 photo)

If the change is due to a recent **divorce** you will also need:

- ❖ Divorce Decree

If the change is due to a recent **death**, you will also need:

- ❖ Death Certificate
- ❖ Last Will and Testament (signed copy) or Final Court Judgment

It is our intent to contact you within 10 business day of receipt of your request. You will be contacted by email. Please provided your email address here _____

It takes approximately 30-60 days to process the “Change of Ownership”. Your account will be placed on hold during this process; and no future payments will be disbursed to the previous owner. You will receive written notification once the process is complete.

Please visit our website at www.housingforhouston.com; on the home page select Property Owners and Partner Portal. Which will provide a link to **register for partner portal and answers to Frequently Asked Questions** about the portal.

Thank you in advance,

Main phone line (713)-260-0600
Customer Service Fax (713)-260-0785
Email: COO@housingforhouston.com
Houston Housing Authority Staff



2640 Fountain View Drive ■ Houston, Texas 77057 ■ 713.260.0500 P ■ 713.260.0547 TTY ■ www.housingforhouston.com

Today's Date: _____

CHANGE OF OWNERSHIP REQUEST

☐ **New purchase** ☐ **Management Company** ☐ **Divorce** ☐ **Death**

New Owner's Name: _____

New Owner's Business Name (if applicable): _____

Management Company (if applicable): _____

Name of **Payee Owner or Management Company**: _____
(List who receives Direct Deposit)

New Owner's Complete Address: _____

New Owner's SSN or Tax ID#: _____

New Owner's Contact Phone#: _____

New Owner's Email Address: _____

Tenant/Client Name: _____

Property Address: _____

Contact Person for Account: _____

Previous Owner's Name: _____

Please return completed packet and All supporting documents via email to COO@housingforhouston.com or in office. The process takes approximately **30-60 days** to complete.

Thanking you in advance,
Houston Housing Authority



HOUSTON HOUSING AUTHORITY

Transforming Lives & Communities

2640 Fountain View Drive ■ Houston, Texas 77057 ■ 713.260.0500 P ■ 713.260.0547 TTY ■ www.housingforhouston.com

Change of Ownership

Housing Choice Voucher Program

Street Address of Assisted Unit

City State Zip

Ownership of Assisted Unit

I certify that I am the legal or the legally designated agent for the above referenced unit, and that the prospective tenant has no ownership interest in his dwelling unit whatsoever.

Approved Residents of Assisted Unit

I understand that the family members listed on the dwelling lease agreement as approved by the Housing Authority are the only individuals permitted to reside in the unit. I also understand that I am not permitted to live in the unit while I am receiving housing assistance payments.

Housing Quality Standards

I understand my obligations in compliance with the Housing Assistance Payments Contract to perform necessary maintenance so the unit continues to comply with Housing Quality Standards.

Security Deposit and Tenant Rent Payments

I understand that the tenant's portion of the contract rent is determined by the Housing Authority, and that it is illegal to charge any additional amounts for rent or any other items not specified in the lease which have not been specifically approved by the Housing Authority.

Reporting Vacancies to the Housing Authority

I understand that should the assisted unit become vacant; I am responsible to notify the Housing Authority immediately in writing.

Computer Matching Consent

I understand the Housing Assistance Payment Contract permits the Housing Authority or HUD to verify my compliance with the Contract. I consent for the Housing Authority or HUD to conduct computer matches to verify my compliance, as they deem necessary. The Housing Authority and HUD may release and exchange information regarding my participation in the Housing Choice Voucher Program with other Federal and State agencies.

Administrative and Criminal Actions for Intentional Violators

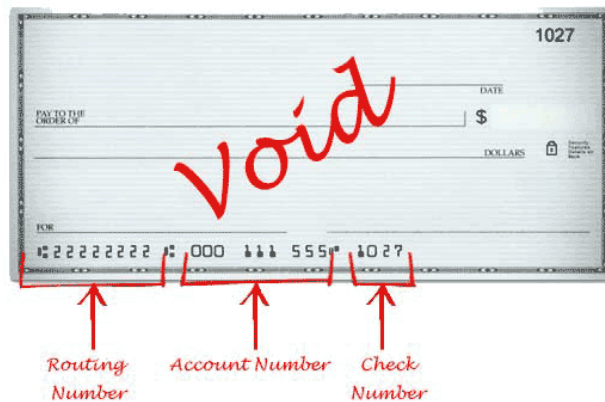
I understand that failure to comply with the terms and responsibilities of the Housing Assistance Payments Contract are grounds for termination of participant in the Housing Choice Voucher program. I understand that knowingly supplying false, incomplete or inaccurate information is punishable under Federal and State criminal law.

Signature of Property Owner/Agent

Date

Important Information to Enroll in Direct Deposit

1. Complete the Direct Deposit Authorization form. Enter all necessary information on the Authorization form (all owners and authorized signatories must sign). Please do not omit any information. Please reference your most recent check stub for your Vendor Number.
2. Attach an original voided check (photo copy, deposit slips or temporary checks are not acceptable) for the checking account into which you would like the Housing Authority to deposit the funds; you may write “VOID” across the front of the check and blacken the signature portion of your check. If you are having the funds deposited into a savings account, you will need to obtain the correct “Routing Number” from your bank, along with the savings account number, and submit both with the enclosed Authorization form. You must complete the W-9 form.



3. Return the completed authorization form, voided check and W-9 to:

Houston Housing Authority

2640 Fountain View Drive Suite 410 A

Houston TX 77057

You may email forms to: directdeposit@housingforhouston.com

Or fax forms to: 713.260.0816

Any information omitted on the authorization form will delay processing. Email address and phone number are required.

NOTE: If you do not enroll in Direct Deposit with HHA, you will be issued a Bank of America Prepaid Debit Card for your HAP payments. More information about the Prepaid Debit Card Program can be found on the HHA website at housingforhouston.com.

Direct Deposit/Automated Clearing House Authorization

Houston Housing Authority

2640 Fountain View Drive

Houston TX 77057

Part 1: Authorization Agreement for Set Up, Changes or Cancellation

I (we) hereby request and authorize the Houston Housing Authority to deposit the Housing Assistance Payment (HAP) by electronic funds transfer into the account specified below. I (we) also authorize the Houston Housing Authority to make withdrawals from this account in the event that a credit entry is made in error.

Furthermore, I (we) agree not to hold the Houston Housing Authority responsible for any delay or loss of funds due to incorrect or incomplete information supplied by me or by my financial institution or due to an error on the part of my financial institution in depositing funds to my accounts. I understand that any unforeseen delay in computer downtime, power outages or other unavoidable occurrences might affect the date of deposit of funds to my account, and hereby waive any liability due to such delay. Further, I certify that the dwelling unit is in decent, safe and sanitary condition, the contracting family resides in the unit and is expected to be there for the entire month and the deposited amount is in accordance with the provisions of the HAP contract.

This authorization will remain in effect until written notice to terminate direct deposit is received by the Houston Housing Authority. I (we) understand 60 days must be allowed for initiating or terminating the Direct Deposit Agreement. Notification of any change in financial institution is the responsibility of the undersigned.

Authorized Signature (<u>Required</u>)	Printed Name (<u>Required</u>)	Date (<u>Required</u>)
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Part 2: Transaction Type

<input type="checkbox"/> New Set Up	<input type="checkbox"/> Change Financial Institution
<input type="checkbox"/> Cancellation	<input type="checkbox"/> Change Account Number
	<input type="checkbox"/> Change Account Type

Part 3: Payee Identification

Owner Tax ID (Social Security Number or Employer Identification Number, <u>Required</u>)		Vendor Number (Locate on Current Check Stub)	
Payee Name	Business Name (if any)		
Address	City	State	Zip Code
Daytime Telephone Number (<u>Required</u>)	Alternate Telephone Number		
Email Address (<u>Required</u>)			

Part 4: Financial Information

Financial Institution Name	Type of Account (Select One) <input type="checkbox"/> Checking <input type="checkbox"/> Savings		
City	State	Zip Code	
Routing Transit Number (Nine Digits, <u>Required</u>)	Account Number (<u>Required</u>)		

W-9

**Request for Taxpayer
Identification Number and Certification**

**Give form to the
requester. Do not
send to the IRS.**

Print or type
See Specific Instructions on page 2.

Name (as shown on your income tax return)

Business name, if different from above

Check appropriate box: ☐ Individual/Sole proprietor ☐ Corporation ☐ Partnership
☐ Limited liability company. Enter the tax classification (D=disregarded entity, C=corporation, P=partnership) ▶
☐ Other (see instructions) ▶

☐ Exempt
payee

Address (number, street, and apt. or suite no.)

Requester's name and address (optional)

City, state, and ZIP code

List account number(s) here (optional)

Part I Taxpayer Identification Number (TIN)

Enter your TIN in the appropriate box. The TIN provided must match the name given on Line 1 to avoid backup withholding. For individuals, this is your social security number (SSN). However, for a resident alien, sole proprietor, or disregarded entity, see the Part I instructions on page 3. For other entities, it is your employer identification number (EIN). If you do not have a number, see *How to get a TIN* on page 3.

Social security number

or

Employer identification number

Note. If the account is in more than one name, see the chart on page 4 for guidelines on whose number to enter.

Part II Certification

Under penalties of perjury, I certify that:

1. The number shown on this form is my correct taxpayer identification number (or I am waiting for a number to be issued to me), and
2. I am not subject to backup withholding because: (a) I am exempt from backup withholding, or (b) I have not been notified by the Internal Revenue Service (IRS) that I am subject to backup withholding as a result of a failure to report all interest or dividends, or (c) the IRS has notified me that I am no longer subject to backup withholding, and
3. I am a U.S. citizen or other U.S. person (defined below).

Certification instructions. You must cross out item 2 above if you have been notified by the IRS that you are currently subject to backup withholding because you have failed to report all interest and dividends on your tax return. For real estate transactions, item 2 does not apply. For mortgage interest paid, acquisition or abandonment of secured property, cancellation of debt, contributions to an individual retirement arrangement (IRA), and generally, payments other than interest and dividends, you are not required to sign the Certification, but you must provide your correct TIN. See the instructions on page 4.

**Sign
Here**

Signature of
U.S. person ▶

Date ▶

General Instructions

Section references are to the Internal Revenue Code unless otherwise noted.

Purpose of Form

A person who is required to file an information return with the IRS must obtain your correct taxpayer identification number (TIN) to report, for example, income paid to you, real estate transactions, mortgage interest you paid, acquisition or abandonment of secured property, cancellation of debt, or contributions you made to an IRA.

Use Form W-9 only if you are a U.S. person (including a resident alien), to provide your correct TIN to the person requesting it (the requester) and, when applicable, to:

1. Certify that the TIN you are giving is correct (or you are waiting for a number to be issued),
2. Certify that you are not subject to backup withholding, or
3. Claim exemption from backup withholding if you are a U.S. exempt payee. If applicable, you are also certifying that as a U.S. person, your allocable share of any partnership income from a U.S. trade or business is not subject to the withholding tax on foreign partners' share of effectively connected income.

Note. If a requester gives you a form other than Form W-9 to request your TIN, you must use the requester's form if it is substantially similar to this Form W-9.

Definition of a U.S. person. For federal tax purposes, you are considered a U.S. person if you are:

- An individual who is a U.S. citizen or U.S. resident alien,
- A partnership, corporation, company, or association created or organized in the United States or under the laws of the United States,
- An estate (other than a foreign estate), or
- A domestic trust (as defined in Regulations section 301.7701-7).

Special rules for partnerships. Partnerships that conduct a trade or business in the United States are generally required to pay a withholding tax on any foreign partners' share of income from such business. Further, in certain cases where a Form W-9 has not been received, a partnership is required to presume that a partner is a foreign person, and pay the withholding tax. Therefore, if you are a U.S. person that is a partner in a partnership conducting a trade or business in the United States, provide Form W-9 to the partnership to establish your U.S. status and avoid withholding on your share of partnership income.

The person who gives Form W-9 to the partnership for purposes of establishing its U.S. status and avoiding withholding on its allocable share of net income from the partnership conducting a trade or business in the United States is in the following cases:

- The U.S. owner of a disregarded entity and not the entity,