



Please provide fax coversheet and to whom you are faxing

Owner Change Form

\*EFFECTIVE DATE OF CHANGE: \_\_\_\_\_

Tenant Name: \_\_\_\_\_

Contract Unit Address: \_\_\_\_\_

NOTE: If you have additional tenants for which you need to change information, attach an additional sheet with their Tenant Name and Unit Address.

Check one: \_\_\_\_\_ Ownership \_\_\_\_\_ Address \_\_\_\_\_ Payee \_\_\_\_\_ Tax ID#

Current/Former Owner: \_\_\_\_\_ New Payee/Owner: \_\_\_\_\_

New Owner Telephone: Primary: \_\_\_\_\_ New Owner Email: \_\_\_\_\_

New Owner Address: \_\_\_\_\_

Owner Taxpayer Identification #/Social Security#: \_\_\_\_\_ (The Internal Revenue Service (IRS) requires the Housing Authority to issue 1099 forms, therefore, to be able to report the payments we must have the New Owner's TIN/SS#)

Mail Future Checks To: \_\_\_\_\_ (If different from above)

New Owner's Certification #1: The owner (including a principal or other interested party) is not the parent, child, grandparent, grandchild, sister or brother of any member of the tenant family unless the Housing Authority of the County of Alameda has determined (and has notified the owner and the family of such determination) that approving rental of the unit, notwithstanding such relationship, would provide reasonable accommodation for a family member who is a person with disabilities.

\_\_\_\_\_ The owner is related to the tenant(s) as described above. \_\_\_\_\_ Owner's initials

\_\_\_\_\_ The owner is not related to the tenant(s) as described above. \_\_\_\_\_ Owner's initials

New Owner's Certification #2: The owner agrees to be bound by and comply with the Housing Assistance Payments Contract (HAPC) in effect for the contract unit identified above. Owner acknowledges that assignment of the HAPC is at HACA's discretion.

\*Current/Former Owner/Payee (Print or Type)

New Owner/Payee (Print or Type)

\*Signature Date

Signature Date

Current/Former Vendor #: \_\_\_\_\_

New Vendor #: \_\_\_\_\_

Table with 5 columns: UPDATED, DATE, INITIALS, ACC#, and a large text area for notes. Includes instructions for ownership changes and W9 forms.

(Office Use Only)