



Change of Ownership Procedures

The following information must be provided with the change of ownership form:

Individual Owner:	
	Change of Ownership Form
	Owner attach copy of Picture Identification
	Owner attach copy of Social Security Card/Letter from IRS with EIN#
	Owner attach Proof of Rental Property (Title and/or Insurance Policy)

If you are a management company, please include the following:	
	Owner attach Proof of Rental Property (Title and/or Insurance Policy)
	Management Agreement (If applicable)
	Company Federal Identification Number Documentation
	Agent attach Letter of Authorization
	Agent attach Picture Identification

As new owners in the Housing Choice Voucher Program please be advised that the following procedures have been instituted:

“To assign the HAP Contract to a new owner, the owner shall supply any information as required by the PHA pertinent to the proposed assignment.”

All of the above information (including this form) must be returned before payment will begin.

The Housing Authority of South Bend

Tenant's Name: _____

Tenant's Address/Dwelling Unit: _____

NEW OWNER INFORMATION	PREVIOUS OWNER INFORMATION
Name:	Name:
Address: (City, State, Zip Code):	Address: (City, State, Zip Code):
Social Security No:	Social Security No:
Company Federal Identification No:	Company Federal Identification No:
Telephone Number(s):	Telephone Number(s):
Representative:	Representative:
Effective date of ownership:	Tenant's Voucher Number: (To be completed by the HASB)

Please note that the original HUD contract remains in effect. Pursuant to Housing Assistance Payments Contract, Part C: Section G., which states the following: The new owner must agree to be bound by and comply with the HAP contract. The agreement must be in writing and in a form acceptable to the PHA.

“The new owner(s) agrees to comply and be bond with the HAP Contract.” The Housing Authority of South Bend will enforce all the terms of the original Lease and HAP Contract.

I have read, and I agree to the contents of this Change of Ownership Procedure.

Property Owner's Signature

Date