

## Section 8 Change of Ownership Form

Date: \_\_\_\_\_

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**Re: Rental Property Address (as listed with the Salt Lake County Recorder):**

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**Name of Client Occupying Unit:** \_\_\_\_\_

**New Owner's name (as listed with the County Recorder's office):**

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Before we are able to begin making payments to you on behalf of our client named above, we need you to provide us with the following information:

1. Complete the Owner/Landlord Information & Certification form.
2. Complete the Authorization for Automatic Deposit (ACH Credits) form.
3. Complete IRS W-9 form.
4. Provide a copy of the Warranty Deed for the property, or a closing document that shows the address of the property and lists you as the new owner.
5. Complete and sign page 3 of the enclosed Housing Assistance Payment Contract and return it with a copy of the new lease (if applicable).

We send out payments the 1<sup>st</sup> and 15<sup>th</sup> of each month. Your tenants' housing caseworker is

\_\_\_\_\_, and he/she can be reached at

(801) 487-2161 ext. \_\_\_\_\_ if you have any questions or concerns.

**Please return the requested information to:**  
**1776 S West Temple, Salt Lake City, UT 84115**  
**FAX # (801) 487-3641, Attention: \_\_\_\_\_**

Thank you; we look forward to working with you!