



525 SOUTH LAWRENCE STREET
MONTGOMERY, ALABAMA 36104-4611
PHONE: (334)-206-7200 – FAX: (334)-206-7222 – WEBSITE: MHA TODAY.ORG

CHANGE OF OWNERSHIP/MANAGEMENT FORM

Date: _____

Dear Property Owner or Manager:

In order for the Montgomery Housing Authority (MHA) Housing Choice Voucher (HCV) Program office to process your Change of Ownership/Management request, the following documentation is required from the legal Owner(s):

- A completed Request for Taxpayer Identification Number and Certification (W-9) form signed and dated by the legal Owner(s) of the referenced property or properties.
Note: the name and tax ID number (Employee Identification Number (EIN) or Social Security number (SSN)) listed on the W-9 form **must** match the information listed on the verification letter or Social Security card.
- A completed Housing Assistance Payment (HAP) Contract Assignment form
- A valid driver's license or state identification card
- A completed Change of Ownership/Management form
- A complete list of tenants at the referenced property or properties
- Proof of ownership (see acceptable forms of proof inside packet)
- Tax identification (for an *individual* – a copy of your Social Security card; for a company or business – a copy of an IRS Employer Identification Number (EIN) verification letter (Letter 147C))
- If you have yet to sign up for MHA's direct deposit program, a completed Direct Deposit Authorization Agreement and voided check
- Management Agreement (between Owner and Management Company)

This packet contains three pages and each page requires information from you that is imperative to expedient processing of your Change of Ownership/Management request. Therefore, please make sure to complete the packet in full and send it to:

Montgomery Housing Authority
Attn: Director Assisted Housing Programs
525 S. Lawrence Street
Montgomery, AL 36104

In addition, you may submit via fax at 334-206-7204 or drop it off at the Central Office location as listed above.

Note: For your Change of Ownership/Management request to take effect by a particular check issuance date, MHA must receive your completed packet before the final day for check processing that falls prior to that check issuance date. Please reference the Payment Processing Schedule for more information.

Hearing impaired assistance is available in Alabama by dialing 711
Crime and Fraud hotline – Call: 334-206-7711



525 SOUTH LAWRENCE STREET
MONTGOMERY, ALABAMA 36104-4611
PHONE: (334)-206-7200 - FAX: (334)-206-7222 - WEBSITE: MHA TODAY.ORG

This document serves as notice of a Change of Ownership/Management (circle one) for the following property or properties that participate in MHA's HCV Program:

Table with 3 columns: Street Address, City, State, ZIP Code. Three rows for property information.

Reason for Change: [] Sale of Property [] Quit Claim [] Inheritance [] New Management Company
[] Other (specify): _____

New Property Owner/Manger Information:

Contact Name: _____

Company Name: _____

Address: _____
Street City, State ZIP Code

Telephone: () ()
Primary - Work/Home/Cell (circle one) Secondary - Work/Home/Cell (circle one)

E-mail Address (required): _____

Social Security Number or Employer Identification Number (MUST match W-9 form): _____

Individual that will receive 1099 for filing (MUST match W-9 form): _____

Property Owner(s) or Manager(s) Signature(s) Date

Office Use Only:

Date Entered Initials Owner #: New Previous Settlement Rcv'd

Hearing impaired assistance is available in Alabama by dialing 711
Crime and Fraud hotline - Call: 334-206-7711



525 SOUTH LAWRENCE STREET
MONTGOMERY, ALABAMA 36104-4611
PHONE: (334)-206-7200 – FAX: (334)-206-7222 – WEBSITE: MHA TODAY.ORG

Complete the list below to include all of the voucher-assisted tenants currently residing at the property. If you have more than 10 voucher-assisted tenants at the property, please make copies of this page. You may also print and attach your own computer-generated list of tenants.

List of Tenants at the Property

Voucher #	Name	Property Address	Unit #	ZIP Code
Voucher #	Name	Property Address	Unit #	ZIP Code
Voucher #	Name	Property Address	Unit #	ZIP Code
Voucher #	Name	Property Address	Unit #	ZIP Code
Voucher #	Name	Property Address	Unit #	ZIP Code
Voucher #	Name	Property Address	Unit #	ZIP Code
Voucher #	Name	Property Address	Unit #	ZIP Code
Voucher #	Name	Property Address	Unit #	ZIP Code
Voucher #	Name	Property Address	Unit #	ZIP Code
Voucher #	Name	Property Address	Unit #	ZIP Code

Hearing impaired assistance is available in Alabama by dialing 711
Crime and Fraud hotline – Call: 334-206-7711