



## Change/Designation of Property Manager

### Instructions

1. Fill out this form if you are a property owner with a Section 8 HCV tenant and you want to designate a property manager for your property and/or have the rent checks mailed to them. Please attach the following required documentation:
  - a. If form is filled out by owner, no documentation is required
  - b. If form is filled out by property manager, signed property management agreement is required
  - c. If checks are to be made out to Property Manager and Property Manager has never received payment from MPHA before, a completed IRS W-9 Taxpayer ID form is required
2. Fax all items to (612) 335-4427 or email to [owners@mplspha.org](mailto:owners@mplspha.org). Call (612) 342-1211 with questions.

### Please Note

- If you need to change your mailing address where you receive checks from MPHA, fill out the "Property Owner Mailing Address Change" form
- If you purchased a property with a Section 8 HCV tenant and need to get set up to receive the rent checks, fill out the "Change of Property Ownership" form

### I am the recorded property owner of the following unit:

Rental Property Address
Tenant Name
Property Owner Name

**Property Manager Information:** The following agency/individual is designated as an authorized representative and is authorized to act on my behalf which includes signing leases or contracts, and any pertinent documents relating to the rental of the above property:

Agency/Individual Name	If agency, specify contact person	
Address		
City	State	ZIP
Phone	Email	

### Rent checks (HAP) should be sent to:

<input type="checkbox"/> Property Owner	SSN/Tax I.D. #
<input type="checkbox"/> Property Manager	SSN/Tax I.D. #

**Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**Warning:** Section 1001 of Title 18 of the U.S. Code makes it a criminal offense to make willful false statements or misrepresentations to any department or agency of the United States as to any matters within its jurisdiction.