



## Change of Property Ownership

### Instructions

1. Fill out this form if you purchased a property with a Section 8 HCV tenant and need to get set up to receive the rent checks. Please attach the following required documentation along with this form:
  - a. Signed and notarized proof of sale (warranty deed)
  - b. City of Minneapolis rental license (or receipt showing you have applied for a rental license, then provide the actual license within 30 days)
  - c. If you have never received payment from MPHA before, a completed IRS W-9 Taxpayer ID form
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 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 fill out the “Change/Designation of Property Manager” form

### I am the recorded property owner of the following unit(s):

|                             |
|-----------------------------|
| Rental Property Address(es) |
| Tenant Name                 |

### Property Owner Information:

|         |   |     |
|---------|---|-----|
| Name    | If company/organization, specify contact person |     |
| Address |   |     |
| City    | State   | ZIP |
| Phone   | Email   |     |

|   |                        |
|---|------------------------|
| <input type="checkbox"/> Individual Owner | Social Security Number |
| <input type="checkbox"/> Non-Profit       | Tax I.D. #             |
| <input type="checkbox"/> Corporation      | Tax I.D. #             |

**Owner 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.