



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. 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. # | |

By signing this I _____ accept the assignment of all rights, assumption of the title, and interest in the lease and existing Housing Assistance Payment Contract.

Owner Signature: _____ **Date:** _____

| | |
|---|-------|
| MPHA USE ONLY: Consent of this assignment is given in accordance with the provisions of the Housing Assistance Payment Contract | |
| Staff: | 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.

EQUAL HOUSING OPPORTUNITY – EQUAL EMPLOYMENT OPPORTUNITY