



Change of Ownership and HAP Contract Transfer

Today's Date : _____ Date Property acquired: _____

Address of Property: _____
 (If multiple properties use separate form for each property)

I, _____ certify I am the new ____ owner ____ manager of the above referenced property that is currently being subsidized through the Jacksonville Housing Authority Section 8/ Housing Choice Voucher Program.

- I agree to accept the terms and conditions of the current lease and the Housing Assistance Payments Contract as if I had signed them originally. **OR**
- Enclosed is the rental agreement/lease between new owner and tenant that includes the following changes:
 - Length of lease term changed to: _____
 - Payment of utility changed to: _____
 - Other changes: _____

Note: a new lease must include reference to HUD addendum. Suggested wording: "HUD tenancy addendum is incorporated in this lease". Changes in lease terms require a re-write of the HAP contract.

Attached are the following required documents. **I understand no payments will be made to me until all documents have been provided.**

- Proof of Ownership (Grant deed, or HUD-1 final settlement statement)
 If the previous owner is deceased the following proof of ownership is required:
 Copy of trust/court documents assigning new payee or Executor along with copy of death certificate.
- Management Agreement, if using a property management company or other authorized representative
- I already have my owner tax ID on file with the Housing Authority.
 ID# _____
- I do not have an owner tax ID on file and am attaching the following:
 - W-9 Certification (can be obtained from www.IRS.gov/pub/irs-pdf/fw9.pdf)
 - Verification of tax ID number. This must originate from the IRS or SSA and show both the name of the individual/entity and the tax id number associated with that individual/entity.
 - Housing Authority [Direct Deposit Authorization Form](#)
 - Voided Check (Deposit Slips are not acceptable)

Name/Check Payable to:

Owner/Agent: _____
 Address: _____
 City, State, Zip: _____
 Telephone Number: _____ Fax Number: _____
 Contact Person: _____ Owner/Agent Signature: _____

** Please complete the New Owner Certifications on the reverse of this form**

New Owner Certifications

- Yes No 1. I am currently the legal owner or the legally designated agent for the unit to be rented.
- Yes No 2. The proposed rent is more than the rent charged for comparable units in the same building.
- Yes No 3. I understand that when and if I would like to increase the rent charged for the unit, I must request any rent changes from the Housing Authority. I further understand that I may not establish any informal payment arrangements with the tenant to collect additional rent not approved by the Housing Authority.
- Yes No 4. Does any member of the tenant's household have any ownership interest (listed on the deed, beneficiary, trustor, trustee, etc.) in this property?
- Yes No 5. The ownership of the unit to be rented is held in trust.
- Yes No 6. I live on / at the same property as the unit listed on this request, and the property has multiple dwellings.
- Yes No 7. I live in (or plan to live in) a shared housing situation with a Section 8 tenant, as approved by the Housing Authority.
- Yes No 8. The owner(s) and / or an immediate family member of the owner(s) is a present or former member or officer of the Housing Authority.
- Yes No 9. The owner(s) and / or an immediate family member of the owner(s) is an employee, contractor, subcontractor, or agent of the Housing Authority.
- Yes No 10. The owner(s) and / or an immediate family member of the owner(s) is a public official, member of a governing body or state or local legislator.
- Yes No 11. The owner(s) and / or an immediate family member of the owner(s) is a member of the Congress of the United States.
- Yes No 12. The owner(s) is the parent, child, grandparent, grandchild, sister, brother, aunt, uncle, cousin, step-parent, step-grandparent, significant other, or related in any way to the tenant or a member of the tenant's family? Relation by adoption is included in this definition.
***If the Property Owner is a relative of any member of the HCV (Section 8) family wanting to rent a unit from you, you cannot agree to rent the unit unless the family has received prior written authorization from the Housing Authority. Failure to receive prior approval can result in termination of assistance. Approval may only be granted for persons with disabilities under certain special circumstances.**
- Yes No 13. The above referenced property receives on-going subsidy (other than Section 8) from a government source such as HUD, receives state or local funding, and/or has affordability restrictions (other than Section 8).
- Yes No 14. The above referenced property's rents and/or rent increases are controlled or restricted by law or a court order. (If yes, please provide documentation.)

If yes to 12 or 13 above, please identify the source(s) and restriction(s): _____

I Hereby Certify That All Information Provided Above Is True, Correct, And Complete.

Warning – Title 18 section 1001 of the United States Code states that any person would be guilty of a felony for knowingly and willingly making false or fraudulent statements to any department or agency of the United States.

X

Print Owner / Agent Name

Signature of Owner / Agent

Phone Number

Date