

HOUSING AUTHORITY OF BEXAR COUNTY

1954 E. Houston Street, Suite 104 • San Antonio, Texas 78202 • 210-225-0071 • 210-225-6976

REQUEST OF CHANGE OF OWNERSHIP

Please use this form to request a change of ownership or if you need to update the Management Company, the Payee information or the direct deposit account.

The following documents are required to complete the change:

- Owner Certification form (attached)
- Proof of Legal Ownership: Recorded Deed or Settlement Statement with signatures of Buyer, Seller & Title Co.
- W-9 Form for Owner (attached) & W-9 Form for Payee (attached)
- Verification of Tax ID, Employer Identification Number (confirmation letter from the IRS), or Social Security Number (copy of SS card),
- Direct Deposit Form (attached): A voided check, no deposit slips will be accepted
- Management Agreement (if applicable): The Owner must provide a copy of the most current TAR/TREC management agreement form or a notarized statement specifying the designee(s) and signed by the Owner
- Copy of current Identification card (ID) for the owner
- For multiples units; Complete Listing of ALL properties affected by this change

All required documentations MUST be submitted on day of request, and the effective date for the change will be 30 days after the request been completed. Incomplete request will not be accepted.

DATE OF REQUEST: _____ DATE OF SALE: _____

PROPERTY: _____

TENANT: _____

Change of Ownership Update Management or Payee Change of Direct Deposit

Old Owner: _____

Old Management Company: _____

New Owner: _____

Address: _____

City, State, Zip: _____

Federal ID/SSN: _____

Phone: _____ Email: _____

New Payee: _____ No apply

Address: _____

Federal ID/SSN: _____

Phone: _____ Email: _____

New Management Company: _____ No apply

Address: _____

Phone: _____ Fax: _____

Email: _____

CERTIFICATION

I/We agree to abide by the terms and conditions of the applicable HCV - Housing Assistance Payment Contract, Lease and Lease Addendum executed for the above referenced unit or units.

Owner Signature & date

Co-Owner Signature & date

FOR OFFICE USE ONLY

Date processed: _____ Effective Date: _____ Specialist Processed: _____