



To move forward with becoming a New Landlord, Bexar County Housing Authority must have on record the following items:

- Owner Certification form (attached).
- Proof of Legal Ownership: Recorded Deed or Settlement Statement with signatures of Buyer, Seller & Title Co.
- W9 for Owner and Payee.
- Complete listing of ALL properties affected by this change.
- Verification of Tax ID: Social Security Number (copy of SS card), Employer Identification Number (confirmed letter the IRS).
- Direct Deposit Form, and voided check. (required) 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.

We must have these documents on file before we are able to move forward with adding you into our system. Please feel free to contact me if you have any questions.

INCOMPLETE INFORMATION WILL NOT BE ACCEPTED.

Thank you!
Landlord Liaison
Landlordliaison@habctx.org

Housing Authority of Bexar County

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

REQUEST OF CHANGE OF OWNERSHIP, NEW OWNER, OR CHANGE DIRECT DEPOSIT

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

The following documents are required to complete the change (s) listed below. Please check mark each box to assure you have all supporting documents.

- Owner Certification form. (attached)
- Proof of Legal Ownership: Recorded Deed or Settlement Statement with signature of Buyer, Seller & Title
- ~~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): Must include Voided Check, Letter from Bank on their Letter head with account name, account routing number, and account number, Deposit slips will not 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 State Identification card (ID) or State Driver's License.
- For multiple units, Complete Listing of ALL properties affected by this change.

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

Date of Request: _____ Date of Sale: _____

Property Address: _____

Tenant Name: _____

Change of Ownership Update Management or Payee Change of Direct Deposit New Landlord

Old Owners: _____

Old Management Company: _____

Owner / New Owner: _____

Address: - _____

City, State, Zip: _____

Federal ID /SSN: _____

Phone #: _____ Email: _____

Payee / New Payee: _____

Address: _____

City, State, Zip: _____

Federal ID /SSN: _____ Email: _____

Management Company: _____

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.

Signature _____

Date _____

FOR OFFICE USE ONLY

DATE PROCESSED: _____ EFFECTIVE DATE: _____ SPECIALIST PROCESSED: _____



HABC
Housing Authority of Bexar County
1954 E Houston Ste 104
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Office 210-225-0071
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Authorization Agreement for Direct Deposit Payment

Vendor # (if known) _____

Name of Payee: _____

Vendor/Landlord Contact Name: _____

Phone # _____ Fax # _____

Email address: _____

Name of Bank or Financial Institution _____

Name on Account: _____

Routing Number: _____

Account Number: _____

Account Type: Checking Savings

SS/Tax ID Number: _____

Payee Information and tax ID must match W9

Rental Property Address: _____

I hereby authorize the Housing Authority of Bexar County to initiate credit and if necessary debit entries and adjustments for any credit entries made in error to my account. By signing below I attest that to the best of my knowledge that all facts and data on which this information is based on are true and correct and that I am authorized to make such request and changes.

Signature

Date

PLEASE NOTE: THE DIRECT DEPOSIT MAY TAKE UP TO 60 DAYS TO BE ACTIVATED.

PLEASE ATTACH A VOIDED CHECK FOR VERIFICATION PURPOSES.

Email or fax completed return to attention landlordliaison@habctx.org