



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, escrow statement or other document that shows the transfer of title and recorded deed)
 - b. Rental License (or receipt showing you have applied for a rental license, then provide the actual license within 30 days)
 - c. Direct deposit authorization along with a copy of a check or savings deposit slip
 - d. If you have never received payment from the St. Cloud HRA before, a completed IRS W-9 Taxpayer ID form is required
2. Fax all items to (320) 407-0421 or email to llygre@stcloudhra.com. Call (320) 252-0880 with questions.

Please Note

- ♦ Any housing assistance payments that have been made to the previous owner prior to notifying the HRA of the ownership change are to be resolved between the previous owner and the new owner.
- ♦ If you need to change your mailing address, 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 payments sent 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(s)

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 ID #	
<input type="checkbox"/> Corporation	Tax ID #	

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: _____

ST. CLOUD HRA USE ONLY: Consent of this assignment is given in accordance with the provision 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
 1225 West Saint Germain Street, Saint Cloud, MN 56301
 PHONE: (320) 252-0880 FAX: (320) 252-0889

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