

OWNER NOTICE OF CHANGE FORM

Mail to: OHA, 2661 Washington, Ogden, UT 84401

FAX to: (801) 627-6012

email to: fulcher@xmission.com

THIS CHANGE SHOULD BE EFFECTIVE _____ FOR THE FOLLOWING TENANTS OR ADDRESSES:

TENANT NAME: _____ TENANT ADDRESS: _____

TENANT NAME: _____ TENANT ADDRESS: _____

TENANT NAME: _____ TENANT ADDRESS: _____

TENANT NAME: _____ TENANT ADDRESS: _____

TENANT NAME: _____ TENANT ADDRESS: _____

OWNER ADDRESS CHANGE ONLY:

(Use only if there are no other changes (Ownership or Management.)

Please Change the Address for All Correspondence Checks Only 1099 Form

New Address: _____

Phone Numbers: (Home) _____ - _____ (Work) _____ - _____ (Cell) _____ - _____

E-Mail Address _____

Owner's Signature: _____ Effective Date: _____

This property is no longer being managed. Please send all checks and correspondence to original owner.

NEW MANAGEMENT CHANGE ONLY: (Use only for New Managing Agents – not Ownership changes)

A copy of the management agreement or power of attorney must be attached.

New Manager/Agent: _____ Effective Date: _____

And address: _____ Phone Number: _____

Owner's Signature: _____ Effective Date: _____

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CHANGE OF OWNERSHIP: This property has been or is in the process of being sold.

New Owners must sign and complete this form

A copy of the deed, trust, settlement papers, court documents, foreclosure, etc. reflecting legal changes MUST BE ATTACHED.

Old Owner: _____ Effective Date: _____

This name must match the owner's name on legal documents.

New Owner(s): _____

Home Address: _____ Home Phone: _____

(May not be P O Box)

City, State Zip: _____ Other Phone: _____

By the signature below, I/we agree to the existing lease(s) and/or Housing Assistance Payment Contract(s) for the tenants listed above.

New Owner(s) Signature : _____ Date: _____

*Housing Assistance Payments will not be transferred to new owners until new owners have been approved. Approval will not be granted without signature above of new owner, documentation of the sale and submission of a W-9.
OHA will not be responsible for providing copies of leases or contracts to new owners.*