

Robin Carter
Chairperson, Board of Commissioners
Janet Abrahams
President | Chief Executive Officer



Housing Choice Voucher Program
Change of Ownership/Management – Page 1 of 3

Dear Property Owner,

The enclosed information is required to successfully change ownership or property management for a property that participates in the Housing Choice Voucher Program (HCVP).

As the new owner/property management agent of a property currently rented by an HCVP participant, it is your responsibility to:

- *Notify* the participating family that a change in ownership has occurred.
- *Provide* the family with your preferred method of payment.
- *Inform* the family *where* the tenant rent portion payment should be made.
- **Retrieve all funds associated with the rental unit from the previous owner.**

THE SECTION BELOW MUST BE COMPLETED BY THE PROPERTY OWNER

What is the legal name of the business entity? (PLEASE PRINT)

Trade Name "doing business as" d/b/a check here:

List owner name(s): **Please print name & sign**

1. _____
2. _____
3. _____

Please state the name of the individual *in addition to the owner* with rights to sign on behalf of the owner.

Check if property management agent

PRINT NAME

TITLE

SIGNATURE

DATE

(✓ check one)

This is an/a: **LLC** **PARTNERSHIP** **CORPORATION**

The new owner/managing agent must submit the following required documents to this office within thirty-(30) business days of the date of this letter:

(All forms must be complete, clear and legible)

1. Completed W-9 Form from Property Owner or Property Manager (form can be obtained from www.irs.gov.)
2. COPY OF PHOTO ID for Property Owner and Property Manager is required (Must be valid, clear and legible) or Property Owner Affidavit completed by the owner/managing member of the company.
3. Proof of TAX IDENTIFICATION NUMBER-TIN (EIN Assignment Letter from the IRS or Social Security Card if SSN is TIN). This information must be consistent with the business entity name and TIN as shown on income tax returns. You can apply for a TIN/EIN online at www.irs.gov.
4. Proof of Ownership-copy of executed (**signed**) settlement documents HUD-1, recorded deed or court documents.
5. Property Management Agreement or Property Owner Affidavit completed by the owner/managing member of the company. (**if applicable**); If a property management agreement has been terminated, a cancellation letter from the owner/management company must be submitted.
6. **Full address, contact number and email addresses** for the Property Owner and Management Company (if applicable)
7. A complete list of tenant names and property addresses
8. Completed Transfer of Ownership or Management Form (attached).
9. Articles of Organization, Operating Agreement, or Property Owner Affidavit completed by the owner/managing member of the company for an LLC, Partnership, or Corporation.
Completed Electronic Direct Deposit Request Form (attached) along with voided check copy
10. In cases where there is joint ownership of the property and the names of both owners will not be on the account a written statement from both owners verifying the account set-up is **required**.
11. For Estates, please provide a Death Certificate, State of Maryland Letters of Administration, and proof of the TAX ID NUMBER (TIN); An **estate's** tax ID number is called an “employer identification number,” or **EIN**. You can apply for this number online at www.irs.gov.
12. Business entities must be in good standing with State of Maryland Department of Assessments & Taxation (SDAT). www.dat.maryland.gov.
13. Foreign Corporations (corporations not organized under the laws of Maryland) must be registered in the state of Maryland.
14. Owner must advise if business entity is registered as and operating under a Trade Name or DBA (“doing business as”). The full legal name of owner of business or individual using the Trade Name is **required**. Legal entities may be owners of the trade name. The legal entity must be registered with the State of Maryland Department of Assessments & Taxation (SDAT). www.dat.maryland.gov.

The change of ownership process takes thirty-(30) business days from the date all completed information is submitted. Multiple units take longer.

The tenant may receive a voucher to move within one hundred twenty (120) days if the transfer of ownership is not completed due to failure to provide requested documents.

**Please note, the Housing Assistance Payment contract automatically terminates one hundred eighty (180) calendar days after the last housing assistance payment is made to the owner.*

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CHANGE OF OWNERSHIP/ MANAGEMENT COMPANY / PAYEE

Change of ownership

Change of property management

As the new owner/management company or payee entity, I hereby accept the terms and conditions of the contract originally signed by: _____
 (Print Name of previous owner/property management company)
 for the address (es) listed below and agree to abide by its terms.

(Print Name-new owner)	(Signature-new owner)	(Date)
(Print Name management)	(Signature-management)	(Date)

List the tenant(s) name and the address of each property:

1.
2.
3.
4.
5.
6.
7.
8.
9.
10.

DIRECT DEPOSIT PAYEE		
NAME:		
ADDRESS:		
City:	State:	Zip:
DAYTIME PHONE(s):		
E-MAIL ADDRESS:		

Mail, email or fax documents to the attention of the Program Integrity Unit;
 Submission information is indicated below:
 Housing Authority of Baltimore City (HABC) - Housing Choice Voucher Program (HCVP)
 1225 West Pratt Street - Baltimore, MD 21223
 Phone: 443-984-2222 or Email: program.integrityunit@habc.org