

CHANGE OF OWNERSHIP/ CHANGE OF ADDRESS

TYPE OF CHANGE (Check All That Apply)

- Change of Address or Change in Correspondence Address on File
- Change of Ownership (Proof of Ownership Required)
- Change in Management (Management Agreement Required)
- Change in Direct Deposit (Required Direct Deposit Authorization Form and Voided Check)

REQUIRED DOCUMENTS FOR ALL NEW CHANGES

- W-9 IRS Taxpayer Identification Form
- Current Deed/ or Final Closing Documents/ or Management Agreement
- Direct Deposit Authorization Form and Voided Check
- Sign Landlord Certification Form

Previous Owner/ Landlord/ Management:

Name: _____

Legal New Owner/ Landlord/ Management:

Name: _____ TAX ID/Social Security #: _____

Address: _____

Phone Number: _____ Fax Number: _____

Contact Email: _____ Contact Person: _____

Signature: _____ Date: _____

Date change occurred: _____

PAYMENT AND CORRESPONDENCE DESIGNATION

Payments to (check one): Owner Management/ Agent
Correspondence to (check one): Owner Management/ Agent

List the name and addresses of ALL tenants affected by the change:

Tenant Name	Unit Address

For Office Use Only

Date Changed:
Initials: