

OWNER NOTICE OF CHANGE FORM

Mail to: OHA, 1100 Grant Ave, Ogden, UT 84404

FAX to: (801) 627-6012

email to: fulcher@xmission.com

THIS CHANGE SHOULD BE EFFECTIVE _____ FOR THE FOLLOWING TENANT (S) :

TENANT(S) NAME: _____ TENANT(S) 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

Mailing Address: _____

Owner's Residential Address: (REQUIRED) _____

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

E-Mail Address _____

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

Owner's Signature: _____ Date Signed: _____

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: _____

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: _____

New Owner(s): _____

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

Home Address: _____ (May not be P O Box)

Mailing Address: _____

Home Phone: _____ Other Phone: _____ E-Mail: _____

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

New Owner(s) Signature : _____ Date: _____

OHA will not be responsible for any late fees or charges due to delays relating to changes received after the 20th of the month.

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.