



Housing Authority of the City of Austin

Established in 1937

1124 South IH 35, Austin, TX 78704

P.O. Box 6159, Austin, TX, 78762

(512) 477-1314

Fax (512) 494-0686

PROCEDURES TO COMPLETE AN OWNER/MANAGEMENT CHANGE

In order to complete a change of owner/management, please follow the steps listed below:

1. **The current owner needs to provide** a letter requesting the Housing Authority's consent to assign the HAP contract for specific addresses to a new owner. The current owner should also provide a copy of the HAP (Housing Assistance Payments contract) to the new owner.
2. **The new owner must provide** a letter agreeing to comply with the HAP contract indicating the specific addresses (see attached example);
3. Provide a Recorded Deed to show proof of ownership or a Management Agreement verifying the arrangement with a professional management firm;
4. Complete the enclosed W9. This is **REQUIRED** for **each** transaction regardless of whether you have a HACA account or not.
5. Complete the enclosed OWNER INFORMATION TO RECEIVE HOUSING ASSISTANCE PAYMENTS form.
6. A Notice will be sent approving the transfer with a copy of the applicable HAP contract(s) attached.
7. Direct deposit of monies to your bank is now available. Please complete the attached direct deposit authorization form.
 - a. Please be advised that the first direct deposit transaction will occur the second month following the submission of the required paperwork listed above.

NO SUBSIDY PAYMENTS WILL BE MADE PRIOR TO OUR RECEIVING THESE IMPORTANT DOCUMENTS.

Please contact Victoria Pérez at 512-477.1314 ext. 1352 should you have any questions.
Thank you.



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Date

I recently purchased a property at (list unit address) which is assisted under the Section 8 Program. I request that the HAP (Housing Assistance Payment) Contract be assigned to me. I have received a copy of the HAP (Housing Assistance Payments Contract) and agree to comply with all provisions of the (HAP) Contract.

Sincerely,

Print Name, Address

Signature and Date