



# *Housing Authority of the City of Austin*

Established in 1937

1124 South IH 35, Austin, TX 78704

P.O. Box 41119, Austin TX 78704

(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 and return (required for new owners to the program only);
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 Evelyn Holman at [evelynh@hacanet.org](mailto:evelynh@hacanet.org) or at (512) 477-1314 ext 1352 should you have any questions.

Thank you.