



Housing Authority of the City of Austin

1124 South IH 35, Austin, TX 78704
Ph (512) 477-1314 Fax (512) 494-0686

PROCEDURES TO COMPLETE AN OWNER/MANAGEMENT CHANGE

Please follow the steps listed below to request and complete a change of ownership/management:

1. **The current owner needs to provide** a letter requesting the Housing Authority's consent to assign the Housing Assistance Payment (HAP) Contract for the specified addresses to the new owner. The current owner should also provide a copy of the HAP Contract to the new owner.
2. **The new owner must provide** a letter agreeing to comply with the terms of the HAP contract indicating the specific unit addresses (see attached example).
3. Provide a Recorded Deed to show proof of ownership and/or Management Agreement verifying the arrangement with a professional management firm.
4. Complete the enclosed W-9 and Tax ID forms.
5. Complete the enclosed Direct Deposit Authorization form.
Please be advised that the first direct deposit transaction will occur the second month following the submission of the required paperwork listed above.

Upon receipt of all of the above items, the change of ownership/management will be processed. Notice will be sent of transfer approval along with a copy of the applicable HAP contract(s) once complete.

NO SUBSIDY PAYMENTS WILL BE MADE PRIOR TO OUR RECEIVING ALL ITEMS LISTED.

Please visit us online at www.hacanet.org for more information or contact us directly at landlord@hacanet.org or 512-767-7663 should you have any questions.

We look forward to working with you as a partner in helping bring opportunity home!

Thank you!