



THE LONGMONT HOUSING AUTHORITY

www.longmontha.com

NEW OWNER

CHANGE OF INFORMATION REQUEST - MAILING OF HAP CHECKS

In compliance with #14 of the Housing Assistance Payments Contract (HAP) the owner must get prior written consent from LHA when requesting transfer the HAP contract to a new owner. LHA will need the following information to complete this transfer. To insure the proper payment for the 1st of the month, all requests must be received by **LHA NO LATER THAN THE 25TH OF THE PRECEDING MONTH**. If you have any questions regarding this, please contact LHA during our regular office hours.

1. A copy of Settlement Statement, Bill of Sale or other proof of transfer of ownership.
2. Fill out and sign Change form:

Landlord Information

Change from: Name: _____
 Address: _____
 City/ST/Zip: _____

TO

Name: _____
 Address: _____
 City/ST/Zip: _____
 Telephone: _____ Wk
 _____ Hm
 _____ Email

Tax ID/SSN: Fill out attached W-9
 For 1099 Misc. income tax purposes, check whether you are a: Sole Proprietor
 Partnership
 Corporation
 Real Estate Agent

Tenant Name: _____
 Address: _____
 City/ST/Zip: _____

Please list any additional LHA tenants below.

Return information to: LONGMONT HOUSING AUTHORITY
 1228 Main Street
 Longmont, CO 80501 or email us at: info@longmontha.com

Upon receipt of this form all future housing assistance payments should be sent to the (*TO*) address I have indicated above.

Authorized Signatory

Date

