



LL Code \_\_\_\_\_  
(HAYC Office Use Only)

**OWNER/LANDLORD BASIC INFORMATION AND CHANGE FORM**

PLEASE PROVIDE THE REQUIRED DOCUMENTS TO EXPEDITE THE SECTION 8 CONTRACT PROCESS.  
 NEW OWNER (S) TO SEC 8 PROG. (OWNERS/LL BASIC INFORMATION FORM, IRS W9, EFT PMT FORM, COPY OF VOIDED CHECK.)  
**PLEASE CHECK ONLY THE INFORMATION TO BE CHANGED.**  
 CHANGE IN OWNERSHIP OF UNIT (ATTACH W9 AND COPY OF DEED OF TRUST OR SELLER'S STATEMENT.)  
 CHANGE IN MANAGEMENT OF UNIT (ATTACH MANAGEMENT AGREEMENT AND IF TAX ID NUMBER CHANGE ATTACH IRS W9.)

**Property Unit Address:** \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_\_ Zip: \_\_\_\_\_

**Owner Information:**

Name (Print): \_\_\_\_\_

Mailing address: \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_\_ Zip: \_\_\_\_\_

Phone number: \_\_\_\_\_ E-mail address (Print): \_\_\_\_\_

**All** correspondence should be sent to  Owner or  Property Management.

**Owner Signature X** \_\_\_\_\_ **Date signed:** \_\_\_\_\_

**Property Management Information** (Attach copy of a Management Agreement and if using Tax ID of Management Company attach IRS W9.)

Management Company Name (Print): \_\_\_\_\_

Mailing address: \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_\_ Zip: \_\_\_\_\_

Phone number: \_\_\_\_\_ E-mail address (Print): \_\_\_\_\_

Authorized Agent Name (Print): \_\_\_\_\_

**Agent Signature X** \_\_\_\_\_ **Date signed:** \_\_\_\_\_

<b><u>SECTION 8</u></b>	<b>HAYC Office Use Only</b>	<b><u>ACCOUNTING</u></b>
Copy of form given to Caseworker on _____	IRS Verified Date: _____	Yardi Input Date: _____
	E-mail S8 Date: _____	EFT Pre-note Date: _____
	Acctg Dept Initials: _____	