



## Housing Assistance Payments (HAP) Contract Amendment New Owner Assignment or Change in Payment Instructions

Tenant Name: \_\_\_\_\_

Contract Unit Address: \_\_\_\_\_

**PLEASE CHECK ONLY THE INFORMATION TO BE CHANGED:**

- |  |   |
|--|---|
| <input type="checkbox"/> Ownership of Unit<br>(Attach W9 and copy of recorded Deed of Trust)           | <input type="checkbox"/> Address            |
| <input type="checkbox"/> Management of Unit<br>(If tax ID changes, attach management agreement and W9) | <input type="checkbox"/> Phone Number/Email |
|  | <input type="checkbox"/> Name               |

Owner Name: \_\_\_\_\_

Owner Address: \_\_\_\_\_

Owner Phone Number: \_\_\_\_\_ Fax Number: \_\_\_\_\_

Email Address: \_\_\_\_\_

**Complete this section for changes of ownership:**

Effective date of Home Forward Contract assignment: \_\_\_\_\_

Are you a parent, child, grandparent, grandchild, sister or brother to any member of the assisted family?

Yes  No

**Housing assistance checks should be made payable to:**

Name: \_\_\_\_\_

Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

**Owner certification:**

By signing below, I certify that all information provided on this form is true and correct. I agree to be bound by and comply with the Housing Assistance Payments (HAP) Contract. I authorize Home Forward to record payments for IRS purposes and to issue payments according to the information shown above.

Signature of owner: \_\_\_\_\_ Date: \_\_\_\_\_

A copy of the Home Forward contract is available on our website at <http://www.homeforward.org/landlords>.

If you would like a copy to be mailed to you, please contact us at the number below.

You may submit the completed form and accompanying documents to us in several ways:

**Mail: Home Forward, Attention: Landlord Services, 135 SW Ash St, Portland OR 97204**

**Fax: Attention: Landlord Services – (503)802-8330, Email: [landlordservices@homeforward.org](mailto:landlordservices@homeforward.org) or**

**Bring to our office at 135 SW Ash St – Portland OR 97204**

**Changes in Ownership or Management of Unit:**

We will place future payments to the previous owner/manager on hold once we receive this form. If the next scheduled payment has already been issued to the previous owner at the time we receive this form, the new owner is responsible for obtaining the payment from the previous owner.

For any questions about this process, please contact the Landlord Services Team at **(503) 802-8333, Option 6.**

