



CHANGE IN OWNERSHIP / ASSIGNMENT OF THE HAP CONTRACT

Due to the sale of the property at \_\_\_\_\_, it is necessary to amend the original HAP Contract between Davis Community Housing Authority (DCHA) and \_\_\_\_\_.

The new owner \_\_\_\_\_, must be approved by DCHA to participate in the HCV (Section 8) program as the new owner of record. As the new owner you agree to be bound by and comply with the form HUD-52641 Housing Assistance Payments (HAP) Contract. You will find a blank contract attached for your review. The agreement between the new owner and the former owner must be in writing and a copy of the executed agreement must be given to DCHA. A listing of the clients currently under contract is attached to this document.

The following steps must be met in order for approval of the new owner to participate in the HCV program:

- Assignment of the HAP contract will be approved only if the new owner is qualified to become an owner under the HCV program.
- The new owner must provide a written certification to DCHA that includes;
  - 1) A copy of the escrow statement or other document showing the transfer of title and recorded deed;
  - 2) A copy of the owner's IRS Form W-9, Request for Taxpayer Identification Number and Certification, or the social security number of the new owner;
  - 3) The effective date of the HAP contract assignment;

By signing this Amendment to the HAP contract I agree to comply with the terms of the HAP contract and hereby certify that I am not a prohibited relative.

\_\_\_\_\_  
New owner signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Address

\_\_\_\_\_  
City

\_\_\_\_\_  
State

\_\_\_\_\_  
Zip

\_\_\_\_\_  
Phone number

\_\_\_\_\_  
DCHA representative signature

\_\_\_\_\_  
Date

Attachments: List of clients, Form HUD 52641, IRS Form W-9

