



CHANGE OF PROPERTY OWNERSHIP

PREVIOUS LANDLORD INFORMATION

Previous Owner's Name: _____

Property Address: _____

Tenant Name: _____

NEW LANDLORD INFORMATION

New Owner's Name: _____

New Owner's Telephone Number: _____

Mailing Address: _____

Email Address: _____

New Owner's Signature: _____ Date: _____

New landlords are required to submit the following documents:

- Warranty Deed, Settlement Statement or Closing Statement
- Authorization for Direct Deposit
- W- 9 Form
- Copy of Photo I.D.
- Current Mortgage Statement
- Management Agreement (if applicable)

(Failure to provide documentation in a timely manner may lead to a delay in payments.)

FOR OFFICIAL USE ONLY

Date Received: _____

Date Entered: _____