



**HOUSING AUTHORITY OF DEKALB COUNTY
CHANGE OF OWNERSHIP PACKET**

TODAY'S DATE: _____

NEW OWNER:

OLD OWNER:

Name: _____

Name: _____

Address: _____

Address: _____

Phone: _____

Phone: _____

Email Address: _____

Social Security or Employer Identification Number: _____

If there are more than 5 tenants, please attach an additional sheet with the other names and addresses

1. Name of tenant: _____

Address of rental unit: _____

2. Name of tenant: _____

Address of rental unit: _____

3. Name of tenant: _____

Address of rental unit: _____

4. Name of tenant: _____

Address of rental unit: _____

5. Name of tenant: _____

Address of rental unit: _____

***REQUIRED DOCUMENTS AND FORMS TO BE SUBMITTED WITH THE
CHANGE OF OWNERSHIP PACKET***

- Current Drivers License, State Issued Photo Identification or Work Identification
- Social Security Card (or a copy of a W-2), or Employer Identification Number (EIN). You must provide a copy of the assigned number (EIN) from the IRS Department of the Treasury. If you have misplaced your assigned EIN, you can call the IRS Business Specialty Tax Line at 1-800-829-4933 to secure a copy.
- Proof of the homeowner's physical or business address (i.e. telephone, cable, or utility bill etc.)
- Recorded Warranty Deed or Quit Claim Deed. If the property was purchased within the last 30-60 days, please provide the HUD Settlement Statement along with a notice from the closing Attorney stating that the Deed has been filed with the county.
- Provide a copy of the Management Agreement (if applicable)
- Complete IRS - W-9 Form
- Complete HADC's Direct Deposit Authorization Form and submit a voided check. The check or deposit slip must include the full name and address of the account holder, name of the bank, routing and account numbers. Please note that deposit slips may only be used for savings accounts.
- Complete HADC's Mortgage Good Standing Notice and provide a current mortgage statement or a letter from your mortgage company of good standing.



DIRECT DEPOSIT AUTHORIZATION FORM

Attention Housing Choice Voucher Landlords:

In an effort to improve the Housing Choice Voucher Program's operation and increase landlord satisfaction, the Housing Authority of DeKalb County (HADC) has implemented a mandatory electronic direct deposit of Housing Assistance Payments (HAP). HAP will be deposited directly into the checking or savings account of your choice, thus getting the funds to your account quicker and eliminating the need for trips to the bank.

In order to implement direct deposit, you will need to provide an original check marked "VOID" or a deposit slip if your payment will be deposited into a savings account. Faxed documents are not acceptable. Please note that deposit slips may only be used for savings accounts. The check or deposit slip must include the full name and address of the account holder, name of the bank, bank routing number, and account number.

Please complete the information requested below. Be sure to include your email, so that we may email your direct deposit statement instead of mailing it. Sign and date this form where indicated and return it with your voided check or deposit slip to the Housing Authority of DeKalb County.

If there are any changes in the address, bank, or account where payments are being deposited, please complete a Landlord Update Form. If you have any questions about direct deposit, please call (404) 270-2592.

Name on check or savings account deposit slip

Full name (as it appears on your HADC account- please print)

Social Security or Employer Identification Number

Address

City

State

Zip

Home Telephone Number

Work Telephone Number

Email Address

My signature below verifies that the above information is correct and I authorize the direct deposit of my Housing Assistance Payment into my account.

Signature

Date

Attach voided check here



MORTGAGE GOOD STANDING NOTICE

Due to the high number of foreclosed properties in DeKalb County, the Housing Authority of DeKalb County (HADC) now requires all landlords who wish to participate in our Housing Choice Voucher Program to release mortgage information so we can verify that you are current with your mortgage payments.

Properties that are in the arrears, foreclosure or scheduled to be foreclosed are not eligible for the program. Your mortgage information will only be used by HADC and Department of Housing and Urban Development (HUD). HADC will not release landlord mortgage information to any outside party unless the request falls under the State of Georgia's Open Records Act.

I hereby authorize any banks, savings and loan association, mortgage companies, or any other depositories or financial institution granting mortgage loans to furnish or release to HADC such information as requested for determining my participation as an owner in the Section 8 Housing Choice Voucher Program.

I hereby release such person, firm or agency from any liability in regards to the furnishing or release of such information, as it is my express consent to make such information available.

I understand that failure to provide the requested information will result in the denial of my participation in the HADC Housing Choice Voucher Section 8 Program.

Are your mortgage payments current? Yes No

Borrower's Name: _____

Name of Mortgage Company or Lending Institution:

Address: _____
(Street, City, State, Zip)

Account #: _____

Rental Property Address: _____
(Street, City, State, Zip)

I hereby certify that the answers I have given to the foregoing questions are true to the best of my knowledge and belief. I understand that any false information, omission, or misrepresentation of facts requested in this form, or any supplements thereto, will be cause for denial of participation in the Housing Choice Voucher Program.

Signature of Owner: _____ Date: _____

Attach a current mortgage statement to this form