



Central Texas Council of Governments
Housing Assistance Division

2180 N. Main St. ▪ PO Box 729 ▪ Belton Texas 76513
254-770-2300 ▪ 1-888-488-4911 ▪ (Fax) 254-770-2329

OWNER/MANAGEMENT
CHANGE FORM

Please check the appropriate box:

- The rental unit below has/will change property management. Please make checks payable to the new property management company effective the first day of _____, 20 _____. A W-9 Substitute must be completed for the new management company before any payment will be issued.
The rental unit below has/will change ownership. The new owner assumes the Section 8 Rental Assistance Contract and lease covering the tenant now residing in the unit. Please make checks payable to the new owner effective the first day of _____, 20 _____.
New owner does not accept the Section 8 Program and will give the tenant a thirty (30) day notice to vacate the unit for an effective move out date of _____, 20 _____.
Other: _____

Note: Payments will not be issued to new manager/owner until W-9 Substitute is received.

If transmitting this document by fax, the undersigned agree that the facsimile document may be used in place of an original.

Seller/Old Manager (please print)

Buyer/New Manager (please print)

Signature of Seller/Manager

Signature of Buyer/Manager

Address

Address

City/State/Zip

City/State/Zip

Telephone #

Telephone #

Email

Email

Date

Date

This change will affect the following tenants/units:
Tenant:
Unit:

If check mailing address is different, please list new address below:

If you are receiving Section 8 for more than one unit, please list the clients and their respective units affected by this change on a separate list and attach.

WARNING: Section 1001 of Title 18 of the U.S. Code makes it a criminal offense to knowingly and willfully falsify, conceal or cover up by any trick a material fact; make any materially false, fictitious or fraudulent statement or representation; or make or use any false writing or document knowing the same to contain any materially false, fictitious or fraudulent statement or entry to any Department or Agency of the U.S. as to any matter within its jurisdiction.

CTCOG office use only:
Notified counselors with affected tenants: _____ initials _____ date.