

## **Waltham Housing Authority**

Section 8 Department

110 Pond Street

Waltham, MA 02451.

Tel: 781-894-3357

Andier@Walhouse.org

### **Landlord Change of Address & Check Request Form**

#### **Property Owner / Landlord Information**

- Landlord/Company Name: \_\_\_\_\_
  - Contact Person (if applicable): \_\_\_\_\_
  - Phone Number: \_\_\_\_\_
  - Email Address: \_\_\_\_\_
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#### **New Mailing Address for Checks**

- Street Address: \_\_\_\_\_
  - Unit/Apt #: \_\_\_\_\_
  - City: \_\_\_\_\_
  - State: \_\_\_\_\_
  - ZIP Code: \_\_\_\_\_
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#### **Reason for Address Change**

- ☐ Moved to new business location
  - ☐ Updated mailing address for payment
  - ☐ Management company change
  - ☐ Other: \_\_\_\_\_
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#### **Effective Date for New Address**

Start Date: \_\_\_\_ / \_\_\_\_ / \_\_\_\_

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#### **Property / Tenant Information**

- Tenant Name(s): \_\_\_\_\_
- Unit Address: \_\_\_\_\_

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## **Certification**

I certify that I am the property owner or authorized agent and that the information provided is true and accurate. I authorize the Housing Authority/Agency to update their records and direct all future check payments to the new address listed above.

**Signature:** \_\_\_\_\_

Date: \_\_\_\_ / \_\_\_\_ / \_\_\_\_

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

## **Required Documentation (Attach):**

- ✓ **Updated W-9 Form** (with new address)
- ✓ **Proof of Ownership or Management Authority** (e.g., deed, management agreement, LLC paperwork, etc.)
- ✓ **Photo ID of Property Owner or Authorized Agent** (optional, if required by agency)