

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: _____

New Mailing Address for Checks

- Street Address: _____
- Unit/Apt #: _____
- City: _____
- State: _____
- ZIP Code: _____

Reason for Address Change

Moved to new business location
 Updated mailing address for payment
 Management company change
 Other: _____

Effective Date for New Address

Start Date: _____ / _____ / _____

Property / Tenant Information

- Tenant Name(s): _____
- Unit Address: _____

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)