

WALTHAM HOUSING AUTHORITY

110 Pond Street, Waltham, MA 02451 | 781-894-3357

NEW LANDLORD / CHANGE OF OWNERSHIP TAKEOVER SHEET

IMPORTANT: Housing Assistance Payments cannot be redirected to a new owner/payee until WHA receives and approves all required ownership, tax, payment, and assignment documentation. Incomplete or inconsistent information may delay payment.

A. ASSISTED PROPERTY / TENANT

Tenant Name:	_____
Assisted Unit Address:	_____
City / State / ZIP:	_____
Effective Date of Ownership Change:	_____
Program:	☐ Section 8 HCV ☐ MRVP ☐ AHVP ☐ DMH ☐ Other: _____

B. PREVIOUS OWNER / PAYEE

Previous Owner / Entity:	_____
Mailing Address:	_____
Phone / Email:	_____
Date Ownership Ended:	_____

C. NEW LEGAL OWNER INFORMATION

Legal Owner / Entity Name:	_____
DBA / Management Company:	_____
Owner Type:	☐ Individual ☐ LLC ☐ Corporation ☐ Trust ☐ Partnership ☐ Other: _____
Mailing Address:	_____
City / State / ZIP:	_____
Phone:	_____ Email: _____
Tax ID Type:	☐ EIN ☐ SSN Last 4 / Internal Verification: _____
Primary Contact:	_____

D. HAP PAYMENT / 1099 INFORMATION

HAP Payee Name:	_____
Payment Mailing Address:	_____
1099 Name / Entity:	_____
Direct Deposit Requested:	☐ Yes ☐ No
Bank Account Name:	_____

For security, banking account and routing numbers should be provided only on WHA's Direct Deposit/ACH Authorization form with the required bank verification.

E. REQUIRED DOCUMENTS

- ☐ Completed and signed New Landlord / Change of Ownership Takeover Sheet
- ☐ Completed IRS Form W-9 for the legal owner/payee
- ☐ Recorded deed or other acceptable legal proof of ownership/transfer
- ☐ Completed WHA Direct Deposit / ACH Authorization form
- ☐ Voided check or official bank verification showing account holder and banking information
- ☐ HAP Contract Assignment / written agreement accepting the existing HAP Contract, as required by WHA
- ☐ Current management agreement, if a management company or agent will act for the legal owner
- ☐ Owner/agent authorization and contact information, if applicable
- ☐ Updated lease/assignment documentation, if requested by WHA
- ☐ Any additional ownership/entity documentation requested by WHA to verify the new payee or ownership

F. NEW OWNER CERTIFICATION / ASSUMPTION

I certify that the information provided is true and complete and that I am the legal owner or authorized representative of the legal owner of the assisted property identified above. If WHA approves the ownership transfer/assignment, I agree to be bound by and comply with the applicable Housing Assistance Payments (HAP) Contract and program requirements. I understand that submission of this form does not by itself authorize a change in HAP payee or guarantee payment. WHA must verify and approve the change before its payment records are updated.

New Owner / Authorized Agent:	_____
Title:	_____
Signature:	_____ Date: _____

G. WALTHAM HOUSING AUTHORITY USE ONLY

Date Received:	_____
Ownership Verified:	☐ Yes ☐ No Date: _____ Staff Initials: _____
W-9 Verified:	☐ Yes ☐ No ☐ N/A
ACH / Banking Verified:	☐ Yes ☐ No ☐ N/A
Management Agreement:	☐ Received ☐ N/A
HAP Assignment Accepted:	☐ Yes ☐ No ☐ Pending
Landlord / Vendor Record:	☐ Created ☐ Updated Vendor ID: _____
Landlord Portal:	☐ Registration Sent ☐ Existing Account ☐ N/A
Payment Status:	☐ Approved for Payment ☐ Hold Pending Documents
Effective Date Approved:	_____
WHA Staff / Signature:	_____ Date: _____

HUD HCV reference: HAP Contract (HUD-52641), Part B §14; HUD HCV Guidebook – Change in Ownership. WHA may require additional documentation to verify ownership, tax reporting, payment instructions, and authority to act for the owner.