

The Housing Authority
Of The City Of Danville, Illinois
1607 CLYMAN LANE
DANVILLE, ILLINOIS 61832
(217) 443-0621 ♦ FAX (217) 444-3172

Change in Ownership Request Form

The HAP contract cannot be assigned to a new owner without prior written consent of the PHA. An owner under a HAP contract must notify the PHA in writing prior to a change in the legal ownership of the unit. The owner must supply all information as requested by the PHA.

Prior to approval of assignment to a new owner, the new owner must agree to be bound by and comply with the HAP contract. The agreement between the new owner and the former owner must be in writing and in a form the PHA finds acceptable. The new owner must provide the PHA with a copy of the executed agreement. You will be informed within 10 (ten) business days whether the assignment may take place.

Current Owner: _____	New Owner: _____
Company (If applicable): _____	Company (If applicable): _____
Payee Address: _____ _____	Payee Address: _____ _____
Contact Number: _____	Contact Number: _____
Date of Request: _____	Date of Request: _____
Effective Date of Change: _____	Effective Date of Change: _____
Current Owner Signature: _____	New Owner Signature: _____

If approved the new owner must provide the following information:

- Copy of escrow statement or other documentation showing the transfer of title and recorded deed
- Copy of owner's IRS form W-9, Request for Taxpayer ID Number and Certification, or SS number of new owner
- Effective date of HAP contract assignment
- Written agreement to comply with the terms of HAP contract
- Certification that the new owner is not a prohibited relative

Office Use:

Approved? Yes No

Approval Date: _____