



# Austin Housing Authority

1124 South IH 35, Austin, TX 78704  
Ph (512) 477-1314 Fax (512) 494-0686

## PROCEDURES TO COMPLETE AN OWNER/MANAGEMENT CHANGE

Please follow the steps listed below to request and complete a change of ownership/management:

1. **The current owner needs to provide** a letter requesting the Housing Authority's consent to assign the Housing Assistance Payment (HAP) Contract for the specified addresses to the new owner. The current owner should also provide a copy of the HAP Contract to the new owner.
2. **The new owner must provide** a letter agreeing to comply with the terms of the HAP contract indicating the specific unit addresses (see attached example).
3. Provide a Recorded Deed to show proof of ownership and/or Management Agreement verifying the arrangement with a professional management firm.
4. Complete the enclosed W-9 and Tax ID forms.
5. Complete the enclosed Direct Deposit Authorization form.  
*Please be advised that the first direct deposit transaction will occur the second month following the submission of the required paperwork listed above.*

Upon receipt of all of the above items, the change of ownership/management will be processed. Notice will be sent of transfer approval along with a copy of the applicable HAP contract(s) once complete.

**NO SUBSIDY PAYMENTS WILL BE MADE PRIOR TO OUR RECEIVING ALL ITEMS LISTED.**

For more information or contact us directly at [landlord@austinha.org](mailto:landlord@austinha.org) or 512-767-7663 should you have any questions.

We look forward to working with you as a partner in helping bring opportunity home!

Thank you!