

**Metropolitan Development and Housing Agency
Rental Assistance Department**

HOUSING ASSISTANCE PAYMENT CONTRACT TRANSFER

Today's Date: _____ Property Acquisition Date: _____

Address of Property (If multiple properties use separate form for each property):

_____ Address

_____ City State Zip

I, _____, hereby certify that I am the **new owner/manager** of the above referenced property which is currently being subsidized through the MDHA Housing Choice Voucher program. I agree to accept the terms and conditions of the current lease and Housing Assistance Payments Contract as if I had signed them originally. Attached are the following required documents. **I understand no payments will be made to me until all documents have been provided.**

- _____ Copy of Deed of Trust or Transfer of Title.
- _____ Copy of Management Agreement, if applicable.
- _____ I have an owner account already. Owner ID# _____
- _____ I do not have an owner account and have attached the following:

- W-9 Certification
- Verification of tax id number. **This must originate from the IRS or SSA and show both the name of the individual/entity and the tax ID number associated with that individual/entity.**
- MDHA Direct Deposit Authorization form
- Voided check (Deposit slips are not acceptable)

Name of New Owner/Agent: _____

Address: _____

City, State, Zip: _____

Telephone Number: _____

Fax Number: _____ E-mail address: _____

Contact Person: _____

New Owner/Agent Signature: _____

**FAX this form to MDHA RENTAL ASSISTANCE DEPT at 615-252-6614
Or MAIL to 620 DEW STREET, NASHVILLE, TN 37202
Or E-MAIL to: Section8@nashville-mdha.org**