

**Greenburgh Housing Authority**  
9 Maple Street  
White Plains, NY 10603  
914-946-2110  
914-946-6240 (fax)

## CHANGE OF OWNERSHIP PACKET

### INSTRUCTIONS

- All forms and documents must be received prior to the execution of change.
- Incomplete Change of Ownership/Management forms will not be processed

Please complete this packet if you are the NEW owner of a property with a tenant who is a participant in the Housing Choice Voucher (Section 8) program. You MUST submit all forms and supporting documents to the before your request will be processed. The process will be delayed if the forms are incomplete and/or if all the supporting documentation is not included with your packet. Payment will be placed on hold until the process is complete.

### REQUIRED DOCUMENTS FOR OWNERSHIP CHANGE

- Proof of Ownership (Copy of Deed/Tax Bill/Mortgage Statement)
- Amendment to Lease Agreement and HAP Contract
- Owner/Management Data Form
- Direct Deposit Form
- W-9 Form



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**AMENDMENT TO LEASE AGREEMENT AND HOUSING ASSISTANCE PAYMENT CONTRACT**

I, \_\_\_\_\_, have purchased the assisted property at \_\_\_\_\_  
\_\_\_\_\_. A transfer of interest was completed on  
\_\_\_\_\_. The legal ownership of the property has been transferred from  
\_\_\_\_\_ to \_\_\_\_\_.

The Purchaser/New Owner, by his/her signature below acknowledges and accepts all the obligations, terms and conditions of the HAP contract for the remaining of the contract and lease agreement. The Purchaser/New Owner also accepts all obligations, terms and conditions of the lease agreement between \_\_\_\_\_ (former owner) and \_\_\_\_\_ (lessee/program participant) for the remaining term of the contract and lease agreement. The lessee, by his/her signature below, likewise acknowledges and accepts the same.

I am aware that the GHA may deny approval to assign the HAP contract to a new owner if the owner is debarred, suspended, or subject to a limited denial of participation.

\_\_\_\_\_  
Owner or Agent Print Name Date

\_\_\_\_\_  
Owner or Agent Signature Date



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**OWNER/AGENT DATA FORM**

The following information is required of all Property Owners:

**PROPERTY:**

Address: \_\_\_\_\_ Unit/Apt: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

**OWNER:**

Owner Name: \_\_\_\_\_

Address: \_\_\_\_\_ Unit/Apt: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Home Telephone: \_\_\_\_\_ Mobile: \_\_\_\_\_ Work Telephone: \_\_\_\_\_

E-Mail: \_\_\_\_\_

**AGENT (IF DIFFERENT THAN OWNER):**

Agent (if different than Owner) Name: \_\_\_\_\_

Address: \_\_\_\_\_ Unit/Apt: \_\_\_\_\_

Agent Telephone Number: \_\_\_\_\_ Mobile: \_\_\_\_\_

E-Mail: \_\_\_\_\_



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Reference: Direct Deposit

Dear Landlord:

***This letter is to inform you that effective April 1, 2013 the Housing Authority has gone completely green and is only doing direct deposit for monthly Housing Assistance Payments***

The advantages of direct deposit:

- No more waiting for the check to be delivered by mail.
- No more lost checks.
- No more excess paper since nothing will be mailed to you.
- Payment detail e-mailed directly to your computer.

***A Direct Deposit Sign-up Form will be required prior to the issuance of any payment.***

We look forward and appreciate your participation in the Housing Choice Voucher Program.



# Request for Taxpayer Identification Number and Certification

Give Form to the  
requester. Do not  
send to the IRS.

▶ Go to [www.irs.gov/FormW9](http://www.irs.gov/FormW9) for instructions and the latest information.

**1** Name (as shown on your income tax return). Name is required on this line; do not leave this line blank.

**2** Business name/disregarded entity name, if different from above

**3** Check appropriate box for federal tax classification of the person whose name is entered on line 1. Check only **one** of the following seven boxes.

Individual/sole proprietor or single-member LLC     C Corporation     S Corporation     Partnership     Trust/estate

Limited liability company. Enter the tax classification (C=C corporation, S=S corporation, P=Partnership) ▶ \_\_\_\_\_

**Note:** Check the appropriate box in the line above for the tax classification of the single-member owner. Do not check LLC if the LLC is classified as a single-member LLC that is disregarded from the owner unless the owner of the LLC is another LLC that is **not** disregarded from the owner for U.S. federal tax purposes. Otherwise, a single-member LLC that is disregarded from the owner should check the appropriate box for the tax classification of its owner.

Other (see instructions) ▶ \_\_\_\_\_

**4** Exemptions (codes apply only to certain entities, not individuals; see instructions on page 3):

Exempt payee code (if any) \_\_\_\_\_

Exemption from FATCA reporting code (if any) \_\_\_\_\_

*(Applies to accounts maintained outside the U.S.)*

**5** Address (number, street, and apt. or suite no.) See instructions.      Requester's name and address (optional)

**6** City, state, and ZIP code

**7** List account number(s) here (optional)

## Part I Taxpayer Identification Number (TIN)

Enter your TIN in the appropriate box. The TIN provided must match the name given on line 1 to avoid backup withholding. For individuals, this is generally your social security number (SSN). However, for a resident alien, sole proprietor, or disregarded entity, see the instructions for Part I, later. For other entities, it is your employer identification number (EIN). If you do not have a number, see *How to get a TIN*, later.

**Note:** If the account is in more than one name, see the instructions for line 1. Also see *What Name and Number To Give the Requester* for guidelines on whose number to enter.

**Social security number**

|  |  |  |  |   |  |  |   |  |  |  |  |
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|  |  |  |  | - |  |  | - |  |  |  |  |
|--|--|--|--|---|--|--|---|--|--|--|--|

**or**

**Employer identification number**

|  |  |   |  |  |  |  |  |  |  |  |  |
|--|--|---|--|--|--|--|--|--|--|--|--|
|  |  | - |  |  |  |  |  |  |  |  |  |
|--|--|---|--|--|--|--|--|--|--|--|--|

## Part II Certification

Under penalties of perjury, I certify that:

- The number shown on this form is my correct taxpayer identification number (or I am waiting for a number to be issued to me); and
- I am not subject to backup withholding because: (a) I am exempt from backup withholding, or (b) I have not been notified by the Internal Revenue Service (IRS) that I am subject to backup withholding as a result of a failure to report all interest or dividends, or (c) the IRS has notified me that I am no longer subject to backup withholding; and
- I am a U.S. citizen or other U.S. person (defined below); and
- The FATCA code(s) entered on this form (if any) indicating that I am exempt from FATCA reporting is correct.

**Certification instructions.** You must cross out item 2 above if you have been notified by the IRS that you are currently subject to backup withholding because you have failed to report all interest and dividends on your tax return. For real estate transactions, item 2 does not apply. For mortgage interest paid, acquisition or abandonment of secured property, cancellation of debt, contributions to an individual retirement arrangement (IRA), and generally, payments other than interest and dividends, you are not required to sign the certification, but you must provide your correct TIN. See the instructions for Part II, later.

|                  |                            |        |
|------------------|----------------------------|--------|
| <b>Sign Here</b> | Signature of U.S. person ▶ | Date ▶ |
|                  |                            |        |

## General Instructions

Section references are to the Internal Revenue Code unless otherwise noted.

**Future developments.** For the latest information about developments related to Form W-9 and its instructions, such as legislation enacted after they were published, go to [www.irs.gov/FormW9](http://www.irs.gov/FormW9).

### Purpose of Form

An individual or entity (Form W-9 requester) who is required to file an information return with the IRS must obtain your correct taxpayer identification number (TIN) which may be your social security number (SSN), individual taxpayer identification number (ITIN), adoption taxpayer identification number (ATIN), or employer identification number (EIN), to report on an information return the amount paid to you, or other amount reportable on an information return. Examples of information returns include, but are not limited to, the following.

- Form 1099-INT (interest earned or paid)

- Form 1099-DIV (dividends, including those from stocks or mutual funds)
- Form 1099-MISC (various types of income, prizes, awards, or gross proceeds)
- Form 1099-B (stock or mutual fund sales and certain other transactions by brokers)
- Form 1099-S (proceeds from real estate transactions)
- Form 1099-K (merchant card and third party network transactions)
- Form 1098 (home mortgage interest), 1098-E (student loan interest), 1098-T (tuition)
- Form 1099-C (canceled debt)
- Form 1099-A (acquisition or abandonment of secured property)

Use Form W-9 only if you are a U.S. person (including a resident alien), to provide your correct TIN.

*If you do not return Form W-9 to the requester with a TIN, you might be subject to backup withholding. See What is backup withholding, later.*