



**Leasing Operations**

675 W. Main St.  
Rochester, NY 14611  
Phone: 585 697 6105  
Fax: 585 697 6104

**CHANGE OF OWNERSHIP**  
**Reporting ownership transfer or sale of rental property with current rental assistance**

Attach list if additional space is needed for multiple tenants or addresses.

Re: Unit Address \_\_\_\_\_

Name of tenant(s) \_\_\_\_\_

Name of Previous Owner \_\_\_\_\_ Closing Date: \_\_\_\_\_

Name of New Owner (as shown on deed or closing statements) \_\_\_\_\_

Mailing address of new owner \_\_\_\_\_

Owners are required to disclose their street address. Residence of new owner \_\_\_\_\_

Telephone (\_\_\_\_\_) \_\_\_\_\_ Email \_\_\_\_\_@\_\_\_\_\_

Contact person if other than owner. If using a property manager or agent, also submit copy of Management Agreement or the Agent Authorization form\*).

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

Telephone (\_\_\_\_\_) \_\_\_\_\_ Email \_\_\_\_\_@\_\_\_\_\_

**Certifications**

I agree to abide by the terms of the current lease and HAP contract\*. I have read, understand and agree to follow program guidelines\*. I certify that I am not the parent, child, grandparent, grandchild, sister, or brother of any member of the family.

New owner signature: \_\_\_\_\_ Date \_\_\_\_\_

**Instructions**

Submit this document with

- Completed and signed W-9 form\*
- If corporation or LLC, copy of IRS tax form SS4, Articles of Incorporation or other document listing officers / owners
- Proof of ownership, such as copy of stamped deed
- Management Forms if appropriate

Upon notification of change of ownership, Rochester Housing Authority will hold payments. No change in payee can be made until all required documentation is received and verified.

Completed forms and documents may be mailed or faxed to the address above, or emailed to [ownerservices@rochesterhousing.org](mailto:ownerservices@rochesterhousing.org)

\*These forms and other information are available online at: [www.rochesterhousing.org/landlord-resources](http://www.rochesterhousing.org/landlord-resources)

Victims of domestic violence, dating violence, or stalking may have protections provided by the Violence Against Women’s Act, or if you or anyone in your family is a person with disabilities, and you require a specific accommodation in order to fully utilize our programs and services, please contact the Housing Authority immediately.

