



The
Housing Authority
of the City of Aurora

ASSISTED HOUSING DEPARTMENT
CHANGE OF OWNERSHIP/MANAGEMENT REQUEST

Date Requested _____ Effective Date of Change* _____

OLD (PREVIOUS) OWNER/MANAGEMENT

Owner _____

Management _____

Tax ID (EIN) _____

Address _____

Phone _____

NEW (CURRENT) OWNER/MANAGEMENT

Owner _____

Management _____

Tax ID (EIN) _____

Address _____

Phone _____

LIST ALL CURRENT TENANTS AND UNIT ADDRESSES (Use Additional Page if Needed)

Tenants

Address

REQUIRED DOCUMENTS FOR OWNERSHIP CHANGE

- Proof of Ownership (Recorded/Warranty/Deed)
- W-9 (Complete and sign based on IRS filing information)
- Direct Deposit Form (attached)

REQUIRED DOCUMENTS FOR MANAGEMENT CHANGE

- Copy of Management Contract with Owner
- W-9 and Direct Deposit Form (attached)

***Ownership/Management Change requests will be processed effective the 1st of the month following the date that all the required paperwork are submitted to the AHA, unless a later effective date is requested.**

LIST ALL CURRENT TENANTS AND UNIT ADDRESSES:

Tenants

Address

[illegible]