



PERRY METROPOLITAN HOUSING AUTHORITY

13000 Parkview Drive Roseville, Ohio 43777

Section 8 – HCV/HUD Office

(740) 982-8021
(740) 982-8025 FAX
TTY: 711 or 1-800-750-0750



Administrative Office

(740) 982-5991
(740) 982-8025 FAX
TTY: 711 or 1-800-750-0750

Housing Choice Voucher Program Change of Ownership – New Owner Instructions

Welcome, New Property Owner

Thank you for notifying our office of a change in ownership. To ensure continuation of Housing Assistance Payments (HAP), please review the information below carefully.

Lease Information

- You may request a copy of the current lease from our office.
- The existing lease remains in effect unless amended in accordance with program requirements.

Tenant Notification Requirements

You must notify the assisted family (tenant) that ownership has changed.

Please provide the tenant with:

- ✓ Updated owner/management contact information
- ✓ Preferred payment method
- ✓ Instructions on where to submit their tenant rent portion
- ✓ Inform tenant how to report maintenance issues

Required Documents for Payment Processing

To update ownership and payment records, please submit:

- Completed Direct Deposit (ACH) Form
- Completed IRS Form W-9
- Completed Owner Information Form
- Proof of Ownership (Recorded Deed, Settlement Statement, etc.)



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Processing Timeframe

Ownership and payment updates may take 30–60 days to process depending on:

- Timely submission of required documents
- Verification and approval procedures

Housing Assistance Payments cannot be issued until all documentation is received and approved.

HUD / Program Compliance

All ownership changes are subject to:

- HUD regulations
- Housing Assistance Payments (HAP) Contract terms
- Program verification requirements

Submission of documents does not guarantee approval.

Failure to provide required documentation may result in:

- Delayed payments
- Suspension of HAP
- Possible contract actions