

CHANGE OF OWNERSHIP

TODAY'S DATE: _____

NEW OWNER:

OLD OWNER:

Name: _____ Name: _____

Address: _____ Address: _____

Phone: _____ Phone: _____

New Owner Email Address: _____

New Owner Social Security or Employer Identification Number: _____

***REQUIRED DOCUMENTS AND FORMS TO BE SUBMITTED WITH THE
CHANGE OF OWNERSHIP FORM***

- Current Driver's License, State Issued Photo Identification or Work Identification
- Social Security Card (or a copy of a W-2), or Employer Identification Number (EIN). You must provide a copy of the assigned number (EIN) from the IRS
- Department of the Treasury. If you have misplaced your assigned EIN, you can call the IRS Business Specialty Tax Line at 1-800-829-4933 to secure a copy.
- Proof of the homeowner's physical or business address (i.e. telephone, cable, or utility bill etc.)
- Recorded Warranty Deed or Quit Claim Deed. If the property was purchased within the last 30-60 days, please provide the HUD Settlement Statement along with a notice from the closing Attorney stating that the Deed has been filed with the county.
- Provide a copy of the Management Agreement (if applicable)
- Complete IRS **W-9 Form**
- Complete AHA Direct Deposit Authorization Form and submit a voided check. The check or deposit slip must include the full name and address of the account holder, name of the bank, routing and account numbers. Please note that deposit slips may only be used for savings accounts.
- Provide a letter from your mortgage company of good standing.