

HOUSING AUTHORITY OF THE CITY OF WATERBURY
2 Lakewood Road
Waterbury, Connecticut 06704

New Owner Packet

The following documents are required in order to establish a new owner for clients receiving assistance from the Waterbury Housing Authority. Please complete all forms and return all requested documents as soon as possible to the above address. Make sure to include address of unit and the name of tenant residing there.

The following list is required to be submitted before ownership can be transferred and payments will be forwarded to the owner.

1. W-9 Taxpayer Identification Form completely filled out by new owner
2. Section 8 Landlord Policies & Procedures signed by new owner
3. Addendum to Lease
4. Landlord Certification signed by new owner
5. Copy of the Deed
6. Proof of Federal Tax ID Number, if applicable
7. If owner's company is an LLC (Limited Liability Partnership) – Proof of the LLC Corporation is required
8. If you have authorized a managing company to make decisions and sign on your behalf – copy of management agreement is needed.
9. If you wish to participate in Direct Deposit – Please complete Authorization Agreement for Direct Deposit and submit with a copy of voided check

If you have any questions please contact the Client Service Department. Thank you for your anticipated cooperation in this matter.

HOUSING AUTHORITY OF THE CITY OF WATERBURY
Section 8 Landlord Policies & Procedures

Tenants Name _____

Street Address of Assisted Unit _____

City, State, Zip Code _____

Ownership of Assisted Unit

I certify that I am the legal owner or the legally designated agent for the above referenced unit, and that the prospective tenant has no ownership interest in this dwelling unit whatsoever.

Approved Residents of Assisted Unit

I understand that the family members listed on the dwelling lease agreement as approved by the Housing Authority are the only individuals permitted to reside in the unit. I also understand that I am not permitted to live in the unit while I am receiving housing assistance payments.

Housing Quality Standards

I understand my obligations in compliance with the Housing Assistance Payments Contract to perform necessary maintenance so the unit continues to comply with Housing Quality Standards.

Security Deposit and Tenant Rent Payments

I understand that the amount of security deposit and the tenants' portion of the contract rent are determined by the Housing Authority, and that it is illegal to charge any additional amounts for rent which have been specifically approved by the Housing Authority.

Reporting Vacancies to the Housing Authority

I understand that should the assisted unit become vacant, I am responsible to notify the Housing Authority immediately in writing.

Administrative and Criminal Actions for Intentional Violations

I understand that failure to comply with the terms and responsibilities of the Housing Assistance Payments contract is grounds for termination of participation in the Section 8 Program. I understand that knowingly falsifying material facts is a violation of State and Federal criminal law.

Signature of Landlord / Agent

Telephone #

Date

Warning - Title 18 US Code Section 1001 states that a person is guilty of a felony for knowingly and willingly making false or fraudulent statement to any Department or Agency of the United States. State law may also provide penalties for false or fraudulent statements.

HOUSING AUTHORITY OF THE CITY OF WATERBURY
Addendum to Lease

I / We, _____, are the new owner(s) of the property
located at _____, effective _____.
New Owner Name
Address of Unit

This form shall be considered an addendum to the lease between the former owner,
_____ and tenant _____.
Name of Former OwnerTenant Name

a participant of the Section 8 Assistance Program, for the property stated above.

I / We _____, hereby state that we will comply with the
New Owner Name

lease, addendum to lease, Section 8 HAP Contract and Section 8 Policies and Procedures which were signed by the former owner and current tenant. I / We are fully aware that when the tenant is to be annually recertified for assistance I / We will execute new leases, etc. if agreed upon by tenant and myself.

All other terms and conditions of the HAP Contract to be unaffected by the above noted revision.

Signature of New Owner _____ Date _____
Print Name of New Owner _____
Address of New Owner _____
Telephone Number of New Owner _____
Social Security Number of New Owner _____

Print Name of Former Owner _____
Address of Former Owner _____
Telephone Number of Former Owner _____
Social Security Number of Former Owner _____

HOUSING AUTHORITY OF THE CITY OF WATERBURY

2 Lakewood Road
Waterbury, Connecticut 06704
Telephone (203) 596-2650
Fax (203) 596-4877

Landlord Certification

I / We _____ being landlord(s) of
New Owner Name
_____ who reside at _____,
Tenant Name Tenant Address

Waterbury, CT do hereby acknowledge that my/our endorsement(s) on the monthly Housing Assistance Payment check certifies that the apartment being paid for under the HAP contract is in decent, safe and sanitary condition, and further, that the Section 8 Participant is expected to reside there for the entire month represented by each monthly payment signed under penalty allowed by Title 18 USC 1001.

Signature of Owner or Agent

Date

Signature of Co-owner