

**INSTRUCTIONS ON COMPLETING A TRANSFER OF OBLIGATION
TO TRANSFER OWNERSHIP OF PROPERTY**

1. In order to change the Housing Assistance Payment (HAP) payee under an existing HAP contract, Campbell County Department of Housing must receive a signed and dated request from the existing owner stating the name and address of the new owner and the effective date of the assignment (date new owner will begin receiving Housing Assistance Payments). Within 10 business days of receiving the owner's request the Housing Authority will inform the current owner in writing whether the assignment may take place.

2. The new owner must provide a written certification to Campbell County Department of Housing which includes:

(1) A copy of the escrow statement (settlement statement) or other document showing the transfer of title and recorded deed;

(2) A copy of the new owner's IRS W-9 form, Request for Taxpayer Identification Number and Certification, or the social security number of the new owner;

(3) A copy of the Direct Deposit authorization form and a copy of a voided check for that account (this is where the HAP will be sent);

(3) The effective date of the HAP contract assignment (covered under the letter from the previous Landlord);

(4) Execute a Transfer of Obligation form which is a written agreement to comply with the terms of the HAP contract and confirmation that the new owner is not a prohibitive relative.

TRANSFER OF OBLIGATION
HUD SECTION 8 HOUSING VOUCHER PROGRAM

I, hereby agree as the new owner of the property located at: _____
to accept all obligations under the Housing Assistance Payments Contract # _____ dated: _____ between the
previous owner and the Campbell County Department of Housing. In turn, the Campbell County Department of
Housing will make Housing Assistance Payments to the new owner in the amount stated in the Contract for the
rent of the assisted tenant(s):

HAP Payment: \$ _____

Tenant Payment: \$ _____

Contract Rent: \$ _____

I also agree to accept all obligations under the Assisted Lease Agreement between the previous owner and the
above mentioned tenant(s) and I understand that the tenant has the same obligations to the new owner as
he/she/they did to the previous owner.

I _____, further acknowledge, as the current owner of the property for
which I am filling out this form am not a prohibitive relative of any of the tenants of this property. Prohibitive
relative means; I am not the parent, child, grandparent, grandchild, sister or brother of any member of the family,
unless the PHA has determined (and notified the owner and the family of such determination) that approving
rental of the unit, notwithstanding such relationship, would provide reasonable accommodation for a family
member who is a person with disabilities.

I will begin to receive payment ____/____/____. Any question about money paid prior to that date will be
resolved between the previous owner and myself.

New Owner(s) please print: _____

Signature(s) _____

Address: _____

***IMPORTANT! Please print names of all owners or other persons having interest in the assisted property. An IRS
W-9 form and Direct Deposit Authorization form must also be completed. Documentation establishing ownership
should also be attached. (i.e. settlement statement from sale of property)***

Department of Housing Approval: _____ Date: _____