



Instructions for Changing Ownership within the Housing Choice Voucher Program

To change the ownership of a property the new owner/managing agent should submit the following required documents:

- A recorded Warranty/Quitclaim Deed. Deeds may take several months to be recorded by the courts. A settlement statement may be submitted with a non-recorded deed until the recorded deed can be provided. Once the new owner has received the recorded deed, a copy must be submitted to NH Housing.
- A W-9 form completed by the new owner/managing agent.
- The Assignment of the Housing Assistance Payments (HAP) Contract.
- Direct Deposit form.
- Management Agreement (if applicable).

Continuation of current terms and conditions of the current lease and contract

- Copies of the current lease, contract and associated addendums will be supplied to the new owner by the Housing Choice Voucher Program staff if requested.

Notification to family

- As the new owner/managing agent of a property currently being rented by a Voucher participant, it is your responsibility to notify the family that a change in ownership has occurred.

Transfer of funds

- It is the responsibility of the new owner/managing agent to retrieve all funds associated with the rental unit from the previous owner.

Timely notification

- Please notify New Hampshire Housing of an ownership change in a timely manner, with proper documentation. All ownership changes received before the 20th of each month will be executed in the following month. Change requests received on or after the 20th will be processed the following month.

Owner Briefings

- New owners will be mailed an Owner's Briefing packet that provides an overview of the program's rules, regulations and operating policies.

2/2014

NEW HAMPSHIRE HOUSING FINANCE AUTHORITY

32 Constitution Drive, Bedford, NH 03110
Mail: PO Box 5087, Manchester, NH 03108

603.472.8623
NHHFA.org

