



Vallejo Housing Authority Housing Choice Voucher Program
Ownership/Management Information Form

200 Georgia St., Vallejo, CA 94590

Ph: (707) 648-4507 Fx: (707) 648-5249 E-mail: housing@cityofvallejo.net

TENANT NAME: _____ (Complete one form per unit)

CONTRACT UNIT ADDRESS: _____

I AM THE:

New Existing Owner Agent checkboxes

I WANT TO:

REQUIRED CORRESPONDING DOCUMENTS

- Report a Change of Ownership of Unit*
Change/Add Agent/Property Manager
Become a New Owner on Program
Change/Update Direct Deposit Information
Change/Update Payment or 1099-Misc Designation
Change/Update Correspondence Designation
Change/Update Name, Address, Phone or E-mail Address

*For Change of Ownership

The effective date of the Housing Assistance Payments (HAP) Contract will be the 1st of the month following submission of complete documentation...

LEGAL OWNER INFORMATION (Name must match name on Grant Deed or Closing Disclosure)

Legal Owner Name(s)
Tax ID #/SSN (must match Tax ID #/SSN on W-9 form)
Owner Mailing Address City State ZIP Code
Owner Phone Number Alternate Phone Number
Email Address

AGENT/ PROPERTY MANAGER INFORMATION

Agent/Manager Name(s)
Tax ID/SSN (must match tax ID/SSN on W-9 form)
Agent Mailing Address City State ZIP Code
Agent Phone Number Alternate Phone Number
Email Address

PAYMENTS, 1099-MISC, & CORRESPONDENCE DESIGNATION (Check ONE for each of the following as applicable)

Housing Assistance Payments should be paid to:
1099-Misc should be mailed to:
Correspondence should be mailed to:
Owner Agent checkboxes

By signing below, I certify that all information provided on this form is true and correct. I agree to be bound by and comply with the Housing Assistance Payments Contract. I authorize the Vallejo Housing Authority to issue payments according to the information shown above.

Signature of Legal Owner/Agent Date



Vallejo Housing Authority
Housing Assistance Payment Direct Deposit Authorization Form
 200 Georgia St., Vallejo, CA 94590
 Ph: (707) 648-4507 Fx: (707) 648-5249 E-mail: housing@cityofvallejo.net

- ✓ Complete **all** information without any cross-outs or alterations.
- ✓ Include an original voided check or bank verification letter.
- ✓ Please deliver, mail, fax or e-mail the completed form.

1. Payee Name:	2. Phone Number:
3. Mailing Street Address:	4. Mailing City, State and ZIP Code:
5. Taxpayer Identification Number/ Social Security Number:	6. E-mail Address:
7. Action: (Check one) <input type="checkbox"/> New Enrollment <input type="checkbox"/> Change of Information <input type="checkbox"/> Terminate/Cancel Authorization	
8. Name of Financial Institution:	9. Bank Routing Number: <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/>
10. Bank Account Number:	11. Type of Account: (Check one) <input type="checkbox"/> Checking <input type="checkbox"/> Savings
12. Attachment: (Check one) <input type="checkbox"/> Original Voided Check <input type="checkbox"/> Original Bank Verification Letter	

Payee Certification

I hereby authorize, as an authorized signer of the above-referenced payee, the Housing Authority of the City of Vallejo to direct deposit all entitled payments under the Housing Assistance Payments (HAP) contract.

This authorization will remain in effect until the Housing Authority of the City of Vallejo has acted on a written request for termination. Such termination must be made in such time and in such manner as to afford the Housing Authority of the City of Vallejo a reasonable opportunity to act on it. All future payments from the Housing Authority of the City of Vallejo will be made via direct deposit until such termination. I understand that if my account is closed without providing the Housing Authority of the City of Vallejo written notice, my payment may be delayed.

13. Print Owner or Agent Name: _____

14. Owner or Agent Signature: _____

15. Date: _____

The Housing Authority of the City of Vallejo does not send out paper statements. Your statements and payments are available at your assistanceconnect.com account. If you do not have an account, request a Personal Identification Number (PIN) from the Housing Authority of the City of Vallejo and create a Property Owner Account at assistanceconnect.com.