



## Housing Authority of the City of Reno

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Dear Landlord/Owner:

Thank you for notifying the Reno Housing Authority (RHA) of the change in ownership/management of your unit. In order to make changes in the owner/property management in RHA's records, the following forms are required.

For a change in Ownership:

1. Complete the attached Landlord Change Request form.
2. Complete the attached W9 form (Note: The information on the W9 should be for whomever RHA will be making checks payable to and who will be receiving the 1099 at the end of the year).
3. Provide the Management Agreement, if the unit is managed by a property management company.
4. Provide proof of ownership such as the tax assessor's real property assessment data which can be obtained online.
5. Complete the attached Assumption Agreement form. This form states that there is a Housing Assistance Payment (HAP) contract for the unit and the new owner agrees to abide by this contract.

For a change in Property Management only:

1. Complete the attached Landlord Change Request form.
2. Complete the attached W9 form if the property management company is accepting payment on behalf of the owner (Note: The information on the W9 should be for whomever RHA will be making checks payable to and who will be receiving the 1099 at the end of the year).
3. Provide a copy of the new Management Agreement.

For a change in both Ownership and Property Management:

1. Complete the attached Landlord Change Request form.
2. Complete the attached Assumption Agreement form. This form states that there is a Housing Assistance Payment (HAP) contract for the unit and the new owner agrees to abide by this contract.
3. Complete the attached W9 form (Note: The information on the W9 should be for whomever RHA will be making checks payable to and who will be receiving the 1099 at the end of the year).
4. Provide proof of ownership such as the tax assessor's real property assessment data which can be obtained online, if the unit has a new owner.
5. Provide a copy of the Management Agreement.

A Direct Deposit form has been included for your convenience. If you choose not to participate in Direct Deposit, RHA will mail checks on the 1<sup>st</sup> and 15<sup>th</sup> business day of the month. If all documents are not submitted to RHA, payments will be held until all documentation has been received. If you have any questions, please do not hesitate to call.

Please return all documents to either:

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Director of Rental Assistance  
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