



NATIONAL HOUSING COMPLIANCE

Mandatory Checklist for Reporting Owner/Agent Changes for Properties Currently Assigned to NHC

Please complete this checklist and attach it to the completed forms so that we can process your changes timely.

Please email forms to: owneragentinformation@nhcinc.org.

Property Name

Contract Number

Owner Change

- Owner Letter announcing owner principal change written on letterhead and signed by owner
- Mandatory Checklist
- Owner/Agent Information Form
- Signature Authorization Form
- HAP Assumption Agreement
- Direct Deposit (see bank account change)
- W9 (see bank account change)
- Voided Check or Letter from Bank (see bank account change)

Management Change

- Mandatory Checklist
- Owner/Agent Information Form
- Signature Authorization Form
- If Applicable:
 - Direct Deposit (see bank account change)
 - W9 (see bank account change)
 - Voided Check or Letter from Bank (see bank account change)

Bank Account Changes

*A change in bank account must be received by the 20th of the month to be effective for the next month's voucher payment

- Owner Letter announcing banking changes on letterhead (include routing and bank account numbers) signed by owner
- Mandatory Checklist
- Direct Deposit enter TIN, UEI and TRACS number in Section 1 Box C
- W-9 enter name as it appears on the Federal Tax return, check box for type of business, enter the address where the 1099 is to be mailed, and add National Housing Compliance 1975 Lakeside Pkwy., Suite 310, Tucker GA 30084 under Requestor's Name and Address
- Voided Check or Letter from Bank

Any questions, contact NHC at 770.939.3939 x2000 or
OwnerAgentInformation@nhcinc.org