



OWNERSHIP CHANGE PROCESS

The Owner currently on record with York Housing Authority (YHA) is responsible to notify the tenant(s) of the unit(s) being sold that a sell is pending. Additionally, that same Owner must issue each tenant a written Notice to Vacate the property per the terms and conditions of the existing lease **if** the new Owner will not be renting the unit to the Section 8 tenant. If the new Owner wishes to participate in the Section 8 program with YHA the following documents must be submitted within seven (7) business days after the closing date.

The Actual Property Owner must submit the forms listed below for approval to participate in the Section 8 program.

- ❖ Proof of Ownership
- ❖ IRS W-9 form *
- ❖ YHA Direct Deposit Form* with bank documentation

* Forms on website at www.yorkhousingauthority.com, *Housing Choice Voucher, Landlord Information*

The above requested information must be submitted within seven (7) business days after the closing date in order to avoid any processing delays. The HAP payment will not be released to the new Owner until the approval process has been completed.

* **Note:** If the closing is after the 25th of the month, there will not be ample time to process the approval before the release of next month's HAP payment. This means that the HAP payment for current month will be released with the HAP payment for the following month, unless otherwise specified.