

ASSIGNMENT OF CONTRACT
Raleigh Housing Authority
Leased Housing Department

Please complete and submit this form along with all of the following requested documentation to the Raleigh Housing Authority's Leased Housing Department. Assignment of Contract forms submitted without the following items attached will not be accepted:

- **Proof of sale or transfer of property**, (if applicable)
- **W-9 form** (completed by New Owner/ Management Company),
- **Copy of signed Management Contract between Owner and Management Company** (If applicable),
- **Owner Application and Direct Deposit Form** (if New Owner/Property Manager to Section 8/Leased Housing Program).

**It is the responsibility of BOTH the Current and New Owner/Management to communicate and share RHA correspondence. (ex: inspection information, rent adjustments, etc.) ** For completion by RHA*

Current Owner/Management Agent: _____ **Owner's No. _____

Tenant's Name: _____ Voucher No. _____

Unit Address: _____
City _____

I hereby request a change in the assignment of the Housing Assistance Payment contract for the unit addressed above effective ____/____/____. The reason for the assignment of contract change is _____.

New Owner/Management Name: _____ **Owner's No. _____

(Agent Name/ Contact Person: _____)

New Owner/Management Address: _____

New Owner/Management Telephone Number: (____) _____ - _____

New Owner/Management Email Address (required) _____

Alternate contact information (fax, cell #): (____) _____ - _____

New Owner/Management Agent Signature: _____ Date: _____

Current Owner/Management Agent Signature: _____ Date: _____

For Housing Authority Use ONLY

Approved: YES NO Effective Date of Approval: _____

Denial Reason: _____

Staff Signature

Date