



**Gardner Housing Authority**  
**HCV Program (Section 8)**  
 116 Church Street, Suite 1, Gardner MA 01440-2556  
 978-632-6634 Phone FAX 978-632-2043  
[pcaranfa@gardnerha.com](mailto:pcaranfa@gardnerha.com)



**CHANGE OF OWNERSHIP**  
**Request for**  
**ASSIGNMENT OF HAP CONTRACT**

The owner may not assign the HAP contract to a new owner without the prior written consent of the Gardner Housing Authority (GHA). In order for our office to process your Change of Ownership request and change the Housing Assistance Payments (HAP) to your name, the attached forms must be completed. All Housing Assistance Payments (HAP) are made via direct deposit.

**Property Address:** \_\_\_\_\_

This is to certify that as of \_\_\_\_\_ (Date of Ownership), I, \_\_\_\_\_ am the NEW Owner of the above-named property, having sole ownership or rights, titles, interest in and to a certain Housing Assistance Payments Contract entered into, by and between myself (the New Owner) and Gardner Housing Authority.

\_\_\_\_\_  
 NEW Owner's Signature

\_\_\_\_\_  
 Date

\_\_\_\_\_  
 Printed name

\_\_\_\_\_  
 Phone number

**Please submit all of the following required forms necessary to process this request. All forms must be submitted prior to payment:**

- Proof of ownership:** (copy of one of the following: deed or HUD-1 settlement statement)
- Copy of **business entity summary page for all:** LLC, C or S Corp, Partnership, Trust/estate, etc.
- MA license or Government **Photo ID** of owner.
- Statement of Security Deposit and Last Month's Rent transferred to new owner**
- IRS Form **W-9** for **owner**
- IRS Form **W-9** for **agent**, if applicable
- Letter of Compliance**—Lead inspection for those units with children **per Massachusetts law.**
- Voided check**, if applicable

**Attached Packet of forms:**     **DATES on these forms should not be prior to ownership.**  
    **Request for Tenancy (RTA) Packet**  
    **HAP Contract—to be sent after the above forms have been received.**

NOTE: Processing time for a transfer request to be reflected is estimated between 15 – 60 days from the date all completed forms are received by the GHA office. Failure to notify GHA in a timely manner may forfeit any past payments that have already generated. GHA does not prorate HAPs between two Owners. For example, if the property was purchased on the 8th of the month, GHA will pay the entire month to the previous Owner and the following month to the new Owner. It is imperative to the expedient processing of your Change of Ownership/Agent request that you submit all the necessary documents timely, failure to return all the required documents, could delay processing your paperwork.

Under 24 CFR § 982.306(c)(3), GHA may deny approval of an assisted tenancy if “the owner has engaged in any drug-related criminal activity or any violent criminal activity”.