



## LANDLORD CHANGE

**A copy of the deed or management agreement must be attached in order for this landlord change to be completed. If this is an address change only, just this form is required.**

LANDLORD CHANGE EFFECTIVE DATE \_\_\_\_\_ (MUST BE FIRST OF THE MONTH)

Due to IRS Reporting Regulations, we must have your Tax Payer’s Identification Number upon signing a contract with a Section 8 Participant.

The following information is required in order to complete Form 1099 at the end of the tax year. We need the address of where you want the checks to be mailed. If a manager or company receives the checks, NHA will need their Tax I.D. Number or Social Security for the 1099.

**OWNER NAME:** \_\_\_\_\_

**OWNER ADDRESS:** \_\_\_\_\_

\_\_\_\_\_

**OWNER TIN/SS#:** \_\_\_\_\_

**Phone:** \_\_\_\_\_ **Fax:** \_\_\_\_\_

**Email Address:** \_\_\_\_\_

**AGENT NAME:** \_\_\_\_\_

**AGENT ADDRESS:** \_\_\_\_\_

\_\_\_\_\_

**AGENT TIN/SS#:** \_\_\_\_\_

**Phone:** \_\_\_\_\_ **Fax:** \_\_\_\_\_

**Email Address:** \_\_\_\_\_

**Who receives the check and 1099? Owner** \_\_\_\_\_ **Agent** \_\_\_\_\_

It is very important that the above requested information is filled out accurately. If it is not, it could result in the checks and/or 1099 information being incorrect.

**The Tenant(s) Name:** \_\_\_\_\_



Form W-9 (Rev. October 2018) Department of the Treasury Internal Revenue Service

Request for Taxpayer Identification Number and Certification

Give Form to the requester. Do not send to the IRS.

Go to www.irs.gov/FormW9 for instructions and the latest information.

Form fields 1-7: Name, Business name, Tax classification, Exemptions, Address, City, ZIP code, List account number(s).

Part I Taxpayer Identification Number (TIN) section with input fields for Social security number and Employer identification number.

Part II Certification section with numbered statements and a signature/date line.

General Instructions section containing section references, future developments, purpose of form, and a list of applicable forms (1099-DIV, 1099-MISC, etc.).