



GUIDELINES FOR VENDOR CHANGE SUBMISSIONS

Individual or Multiple Ownership or Limited Partnerships: Individual or Multiple Ownership or Limited Partnerships:

1. Copy of recorded deed (city clerk's stamp and/or page and reel numbers imprinted on the deed)

If deed is unrecorded, an original letter from buyer's attorney stating (s)he represented new owner at closing and date of closing.

Note: if recorded deed is more than 5 years old, a copy of a recent real estate tax bill or water bill not older than 6 months indicating current owner's name and building address must be provided. No other documents are acceptable.

2. W-9 form – the address on the W-9 form must include a street address. It cannot be a P.O. box. If joint payee, the SS# of first named is required.

3. Additional Landlord Information form – this form needs to be signed and notarized by the owner

4. For limited partnerships – letter from general partner stating name of general partner.

5. For vendor changes only- a letter from the owner(s) stating that

a. (S)he or they own said property

b. Address to which subsidy payments should be sent

c. Phone number at which the owner or, in the case of multiple owners, where at least one owner (not real estate office) can be reached

NOTE: In every case, the owner(s) must provide NYCHA with his/her address including an apartment number, unless it is a one family house.

Owners cannot have checks sent to the Section 8 address unless it is addressed to a specific non-Section 8 apartment.

If the owner is designating a payee, a W-9 form must be submitted by the designated payee indicating the said payee's name, address, and Social Security/Tax ID number.

In the case of ownership by two or more individuals: if one or more of the owners is not being designated as a payee, the individual(s) whose name(s) will not be on the subsidy check must state in an original, notarized letter that they agree to whom the checks shall be made payable (even in husband/wife ownership).

Corporation (Includes Corp. and LTD)

1. Copy of recorded deed – if deed is unrecorded, an original letter from the buyer's attorney stating that the represented the new owner at the closing and the date of closing.

Note: if recorded deed is more than 5 years old, a copy of recent real estate tax bill or water bill not older than 6 months indicating current owner's name and the building address

2. W-9 form – the address on the W-9 form must include a street address. It cannot be a P.O. box.

LLC (Limited Liability Corporation)

1. Copy of recorded deed – if deed is unrecorded, an original letter from the buyer's attorney stating that (s)he represented the new owner at the closing and the date of closing.

2. If recorded deed is more than 5 years old, a copy of a recent real estate tax bill or water bill not older

than 6 months indicating current owner's name and building address

3. **W-9 form** – the address on the W-9 form must include a street address. It cannot be a P.O box. **Note: For Vendor Changes Only** – An LLC has members not presidents or partners. A letter signed by a member must be provided stating: a) the address to which the subsidy checks should be sent and b) a phone number at which a member or his/her managing agent can be reached.

Trust and Estates

1. **Copy of Recorded Deed** – if unrecorded, an original letter from buyer's attorney stating he represented the buyer at the closing and the date of the closing
2. **W-9 Forms** – must have Tax ID # not Social Security number
3. **For Estates – Copy of Testamentary** (this is the court document which formed the estate)
4. **For Estates _ Notarized letter from the Executor** – who is named in the testamentary stating that a)he/she is the executor of the estate; b) address to which subsidy checks should be sent; c) phone number at which he/she or agent can be reached
5. **For Trust Vendor Changes Only** – letter from trustee stating a) the address to which he wants subsidy checks sent b) a phone number at which the appointed managing agent can be reached.
6. **If the deed does not specify a trustee's name** – provide an attorney's letter specifying who the trustee is.
7. **If the trustee wants checks made payable to anyone other than the trust** – provide a notarized letter from the trustee stating specifically "I am directing the NYC Housing Authority to make all Section 8 subsidy checks payable to: _____."

Receivership Including 7A Administrator (Vendor Changes)

1. Court Order – Notice to attorney (legal document from Receiver to court specifying information regarding management of building).
2. W-9 form with the Tax ID/SS# of the payee. The Tax ID must be given in the case of 7A Administrator.

Condo

1. **Unit deed** (Occupancy agreement)
2. **W-9 form** - the address on the W-9 form must include a street address. It cannot be a P.O. box
3. **For Vendor Changes Only** – letter from condo owner stating a) the address to which subsidy checks shall be sent b) a phone number at which the owner can be reached.
Note: All lease and contracts shall be co-signed by the Condo Association

Cooperative (when the Coop Owner is Subletting to a Section 8 Tenant)

1. **Shareholder's Certificate**
2. **Proprietary lease**
3. **W-9 Form** - the address on the W-9 form must include a street address. It cannot be a P.O. box
4. **For Vendor Changes Only** – letter from coop owner stating a) the address to which he wants subsidy checks sent b) a phone number at which the owner can be reached.
Note: All leases and contracts must be signed by the Coop Board. The Coop Association shall be listed as owner and the individual apartment owner shall be designated as payee.

Cooperative (when the Section 8 Tenant is the Coop Owner)

1. **Shareholder's Certificate**
2. **Proprietary lease**
3. **W-9 Form completed by the Coop Association**
4. **For Vendor Changes Only** – Letter from Coop Association stating a) the address to which the subsidy checks should be sent and b) a phone number at which the Association can be reached.