



# CITY OF JANESVILLE

*Wisconsin's Park Place*

## **Addendum to landlord/tenant lease and Section 8 HAP Contract** **Change of Property Ownership/Management**

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

Name of Section 8 Tenant: \_\_\_\_\_  
*(If more than one Section 8 family is in the building, please list the head of the household for each family.)*

**Effective date of change/closing:** \_\_\_\_\_

(It is recommended that this form and any attached forms not be completed until the transfer of ownership/management is complete. If the closing is in the last half of the month, there may be a delay in process the rent assistance payment to the new owner/management company. No change in payments will be processed until all of the enclosed paperwork is completed and returned to our office.)

### **Present Owner/Management Information:**

Name: \_\_\_\_\_

Address: \_\_\_\_\_

**I/We acknowledge that I/We will no longer receive Section 8 Housing Assistance Payments from the City of Janesville for the above listed Section 8 tenant(s) due to the change in property ownership/management.**

Current Owner's Signature: \_\_\_\_\_

Printed Name: \_\_\_\_\_ Date: \_\_\_\_\_

### **New Owner Information or New Management Company:**

Name: \_\_\_\_\_

Address: \_\_\_\_\_

Telephone Number: \_\_\_\_\_ Date: \_\_\_\_\_

**I/We acknowledge receipt of a copy of all relevant papers pertaining to this addendum and the Section 8 client's tenancy. These papers must include a copy of the owners original lease, the Section 8 lease addendums and the Section 8 HAP contact. Relevant papers may also include any lease addendums or handbooks the owner may have implemented on their own.**

**I/We hereby agree to accept the terms and conditions of the Section 8 contract and Section 8 lease addendum and agree to perform all duties and obligations attained therein.**

New Owner/Present Owner's Signature: \_\_\_\_\_

Printed Name: \_\_\_\_\_ Date: \_\_\_\_\_

**(Please complete the attached questionnaire and W-9. Return all documents together)**