



Change/Designation of Property Manager

Instructions

1. Fill out this form if you are a property owner with a Section 8 HCV tenant and you want to designate a property manager for your property and/or have the rent payments sent to them. Please attach the following required documentation:
 - a. If form is filled out by owner, no documentation is required
 - b. If form is filled out by property manager, signed property management agreement is required
 - c. Direct deposit authorization along with a copy of a check or savings deposit slip
 - d. If you have never received payment from the St. Cloud HRA before, a completed IRS W-9 Taxpayer ID form is required
2. Fax all items to (320)252-0889 or email to llygre@stcloudhra.com. Call (320)252-0880 with questions.

Please Note

- ♦ If you need to change your mailing address, fill out the “Property Owner Mailing Address Change” form
- ♦ If you purchased a property with a Section 8 HCV tenant and need to get set up to receive the rent checks, fill out the “Change of Property Ownership” form

I am the recorded property owner of the following unit(s):

Rental Property Address(es)
Tenant Name(s)
Property Owner Name

Property Manager Information: The following agency/individual is designated as an authorized representative and is authorized to act on my behalf which includes signing leases or contracts, and any pertinent documents relating to the rental of the above property:

Agency/Individual Name	If agency, specify contact person	
Address		
City	State	Zip
Phone	Email	

Rent payments (HAP) should be sent to:

<input type="checkbox"/> Property Owner	SSN/Tax ID #
<input type="checkbox"/> Property Manager	SSN/Tax ID #

Signature: _____ Date: _____

Printed Name: _____

Warning: Section 1001 of Title 18 of the U.S. Code makes it a criminal offense to make willful false statements or misrepresentations to any department or agency of the United States as to any matters within its jurisdiction.

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