



# MARIETTA HOUSING AUTHORITY

95 Cole Street  
Marietta, Georgia 30060  
(770) 419-3200 fax: (770) 419-3232



## Landlord Packet – Change of Ownership: Management

Thank you for your interest in continuing participation as a Landlord/Owner in the Housing Choice Voucher [HCV] Program for the Marietta Housing Authority [MHA]. In order to process this change, information must be processed by two different departments in our organization. Please consider these two processes as outlined below.

**\*\*\*Use this form only if there is a change in Management companies, not for individual Landlords\*\*\***

### 1. New Landlord Set-Up: processed by the Finance Department

Our department, Finance, will accept the following documents in order to establish you as a participating landlord on the HCV Program. This step must be completed in its entirety before the HCV Department will be provided with client names to be transferred to your ownership.

Landlord Name to be set up \_\_\_\_\_

- A. Pictured I.D.
- B. Copy of Social Security card or IRS SS-4 form
- C. Form W-9
- D. Voided check
- E-1. Phone #: \_\_\_\_\_
- E-2. Email address: \_\_\_\_\_
- G. Management agreement or Power of Attorney or check if not applicable
- H. Assignment of HAP Contract
- I. Copy of standard Lease agreement

### 2. Establishing Housing Assistance Payment for each client/unit: processed by HCV Department

The HCV Program is client-based; therefore, each client file must be changed to reflect your ownership of that unit. You must attach a listing, a rent roll, or some other document that lists each address and each tenant for that address. HCV does not accept responsibility for your failure to list a specific client/unit. Reminder - HCV cannot process these changes until Finance has established your landlord number. Payment for your units will remain on HOLD until this criteria is met.

Again, thank you for your interest in our programs. If you have any further questions, please feel free to contact me via email at [thart@mariettahousingauthority.org](mailto:thart@mariettahousingauthority.org) or 770-419-5129.

Sincerely,

Tonya Hart, Financial Analyst  
MARIETTA HOUSING AUTHORITY