
NOTICE OF RENTAL PROPERTY TRANSFER

Tenant Name: _____

Unit Address: _____
Street City State Zip

Current Landlord: _____

NEW LANDLORD

Name: _____

Mailing Address: _____

Telephone Number (with area code): _____

The following items must accompany this form:

- Landlord Account Information – W-9 Tax ID and Owner-Agent Certification forms;
- Copy of deed or settlement papers (stamped by Court) if property has been sold; and/or
- Copy of management agreement if there has only been a change of management

Upon receipt of this notice, an assignment of lease/contract form will be prepared and sent to both current and new landlords for signature. **All documents must be received by the 20th of the month to be paid on the following month's check run.**

Previous Landlord Signature: _____

New Landlord Signature: _____

Please return form to: **Section 8 Owner Liaison** Or fax form to: **(478) 752-5188**
Macon-Bibb Housing Authority
PO Box 4928
Macon GA 31208-4928
cscott@maconhousing.com

Questions? Call Christy Scott, Owner Liaison (478)752-5055