



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 processing 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 contract. 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 contained therein.

IMPORTANT - If the new owner is going to change responsibilities of utilities, and/or require a new lease, the new lease must be for one year and new HAP contracts will need to be executed and signed before a payment to the new owner can be released. Rent increases will not require a new lease or a new HAP contract.

I will not be changing the utility assignment

I will not require the tenant to sign a new lease

I will be changing the utility assignment

I will require the tenant to sign a new lease

New Owner/Present Owner's Signature: _____

Printed Name: _____ Date: _____

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