

Springfield Housing Authority

LANDLORD LEARNING LAB



Ownership Changes: What New Owners Must Do

When a property is sold, SHA must be notified immediately.

We cannot redirect or release payments until the new owner's information is fully updated in our system.

New Owners Must Provide:

Complete New Landlord Packet

Includes:

- Contact Information Form
- W-9 Form
- Lead-Based Paint Disclosure (landlord signature)
- Carbon Monoxide/Smoke Detector Form (landlord signature)
- Direct Deposit Form
- Program-required signatures and acknowledgments.

Required Documentation

- Copy of the Deed or official Proof of Ownership for all rental property.
- Photo ID (Driver's License or State ID)
- Social Security Card or Tax ID/FEIN letter
- Voided Check or Bank Letter confirming routing/account number (for direct deposit)

Why This Matters

SHA cannot issue any Housing Assistance Payments (HAP) until all required documents are received and processed.

Tip of the Week

Make sure the ownership name on the deed matches the name on all banking documents. Any mismatch is one of the most common reasons ownership updates, and payment transfers, are delayed.

