



## NORTH IOWA REGIONAL HOUSING AUTHORITY

202 1st Street S.E., Suite 203 • Mason City, Iowa 50401

### THANK YOU FOR CONTACTING US REGARDING THE UPCOMING CHANGE OF OWNERSHIP!

Enclosed is the form that needs to be completed by you (as the current owner of the property being sold) and also by the prospective new owner.

It is important that the form is fully completed, signed and dated and returned to the NIRHA office a **minimum of 30 days** before the closing date and transfer of ownership of the property. Without sufficient notice, we can not guarantee that there will not be a delay in our payment to the new owner and possible termination of the contract.

It is important for the new owner to be informed of their obligations to the Section 8 Housing Choice Voucher program, therefore we encourage you to advise the new owner to contact staff with this agency to obtain detailed information and procedures.

Thank you for your participation with the Section 8 program and your cooperation in providing housing for our client. Please feel free to contact me with any questions you may have.

Sincerely,

\_\_\_\_\_  
Housing Specialist

\_\_\_\_\_  
Date

C:\Sec8\misc\transfer cover letter.doc





# NORTH IOWA REGIONAL HOUSING AUTHORITY

202 1st Street S.E., Suite 203 • Mason City, Iowa 50401

## NOTICE TO TRANSFER PROPERTY

This document will serve as notice that the property indicated below, which is currently being subsidized on the Section 8 Housing Assistance Payment Program, will change ownership. As of the effective date indicated below, all contract and lease obligations will transfer over to the new owner (purchaser) of the property. The former owner (seller) will no longer have any interest in this property and the new owner shall have sole possession.

**Seller's** signature and address:

---

---

---

Effective date of property transfer: \_\_\_\_\_

Address of property: \_\_\_\_\_

Current assisted tenant name: \_\_\_\_\_

**Purchaser's** signature and address: (as it should appear on the check and all documents)

By signing this form, the purchaser acknowledges having read the back side of this page and is in agreement to resume all responsibilities of the previously executed contract. Purchaser also acknowledges after reading the material on the backside of this form, there is no reason he/she would be ineligible to participate on the Section 8 Program as a landlord.

\_\_\_\_\_  
Print Name of New Owner

\_\_\_\_\_  
Signature of New Owner

\_\_\_\_\_  
Address

\_\_\_\_\_  
City, State, Zip Code

Social Security Number or Federal ID number to be used on Form 1099: \_\_\_\_\_



## **Section 14. Assignment of the Housing Assistance Payment (HAP) Contract**

- a. The owner may not assign the HAP contract to a new owner without the prior written consent of the Public Housing Authority (PHA).
- b. If the owner requests PHA consent to assign the HAP contract to a new owner, the owner shall supply any information as required by the PHA pertinent to the proposed assignment.
- c. The HAP contract may not be assigned to a new owner that is debarred, suspended or subject to a limited denial of participation under HUD regulations (24 Code of Federal Regulations Part 24).
- d. The HAP contract may not be assigned to a new owner if HUD has prohibited such assignment because:
  - (1) The Federal government has instituted an administrative or judicial action against the owner or proposed new owner for violation of the Fair Housing Act or other Federal equal opportunity requirements, and such action is pending; or
  - (2) A court or administrative agency has determined that the owner or proposed new owner violated the Fair Housing Act or other Federal equal opportunity requirements.
- e. The HAP contract may not be assigned to a new owner if the new owner (including a principal or other interested party) is the parent, child, grandparent, grandchild, sister or brother of any member of the family, unless the PHA has determined (and has notified the family of such determination) that approving the assignment, notwithstanding such relationship, would provide reasonable accommodation for a family member who is a person with disabilities.
- f. The PHA may deny approval to assign the HAP contract if the owner or proposed new owner (including a principal or other interested party):
  - (1) Has violated obligations under a housing assistance payments contract under Section 8;
  - (2) Has committed fraud, bribery or any other corrupt or criminal act in connection with any Federal housing program;
  - (3) Has engaged in any drug-related criminal activity or any violent criminal activity;
  - (4) Has a history or practice of non-compliance with the Housing Quality Standards (HQS) for units leased under the Section 8 tenant based programs, or non-compliance with applicable housing standards for units leased with project based Section 8 assistance or for units leased under any other Federal housing program;
  - (5) Has a history or practice of failing to terminate tenancy of tenants assisted under any Federally assisted housing program for activity engaged in by the tenant, any member of the household, a guest or another person under the control of any member of the household that:
    - (a) Threatens the right to peaceful enjoyment of the premises by other residents;
    - (b) Threatens the health or safety of other residents, of employees of the PHA, or of owner employees or other persons engaged in management of the housing;
    - (c) Threatens the health or safety of, or the right to peaceful enjoyment of their residents by, Persons residing in the immediate vicinity of the premises; or
    - (d) Is drug-related criminal activity or violent criminal activity;
  - (6) Has a history or practice of renting units that fail to meet State or local housing codes; or
  - (7) Has not paid State or local real estate taxes, fines or assessments.
- g. The new owner must agree to be bound by and comply with the HAP contract. The agreement must be in writing, and in a form acceptable to the PHA. The new owner must give the PHA a copy of the executed agreement