Housing Authority of Kansas City, Missouri
3822 Summit St.
Kansas City, Missouri 64111

(816) 968-4100 Office
(816) 968-4122 Fax
www.hakc.org

Transfer of Ownership and Assignment of Housing Assistance Payment Contract

Every transfer of ownership for any assisted property on the Housing Choice Voucher Program (HCV) **must be recorded** with the Housing Authority of Kansas City, Missouri (HAKC). The effective date of the ownership change will be the first of the month following notification of the sale. Any assistant payments paid prior to the notification will need to be recovered from the seller and or agent representative of the seller.

Seller -Sellers are to submit the Affidavit of Transfer as soon as possible after the sale of the unit to ensure Housing Assistance Payments is paid to the correct owner and reduces the complications in processing the transfer. Sellers must provide the buyer with a copy of the lease and Housing Assistance Payment Contract. It is the responsibility of the owner to also notify the buyer of any pending issues related to the property and tenant, i.e. scheduled inspections, deficiency lists, abatement of rent, notice of vacates.

Buyer -Buyers are strongly advised to contact the HAKC to determine the continued eligibility of the property on the program prior to purchase. Buyers must sign a Contract amendment form as soon as possible after the purchase of the property.

Procedure to record transfer of ownership - There must be a current Housing Assistance Payment Contract in effect. HAKC must be supplied with the following:

1. Record warranty or deed
2. ORIGINAL W9 filled out and signed by the owner
3. Drivers License
4. Direct Deposit Form
5. Any other documents the HA may deem necessary to process the transfer of ownership

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 (see 24Code of Federal Regulations Part 24).

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.

The new owner must agree to be bound by and comply with the HAP contract.

Housing Authority of Kansas City, Missouri
3822 Summit St.
Kansas City, Missouri 64111

(816) 968-4100 Office
(816) 968-4122 Fax
www.hakc.org

Transfer of Housing Assistance Payment Contract

Property Transfer Affidavit

This form must be filled out and filed with the Housing Authority of Kansas City Missouri whenever property on the Housing Choice Voucher Program (HCV) is transferred within 15 days of the transfer to ensure payment is paid to the current owner of the property. If the Housing Authority does not receive this form prior to the monthly assistance payments being processed, it is the Seller's responsibility to return any payments received to the HAKC or pay the new owner of the property, the assistance paid by the Housing Authority. Once the paperwork is received the Housing Authority will complete the transfer within 30 days.

Property Address: City: County:	Date of transfer:
Tenant Name:	Existing owner on program: ( ) Yes ( ) No

Buyer's Name:

Address:

City/State/Zip:

Phone Number:

Seller's Name:

I understand the Housing Authority will review all required documents and assign the Housing Assistance Payment Contract if approved. I am not the parent, child, grandparent, grandchild, sister or brother of any member of the assisted family. I understand I must sign a Housing Assistance Payment contract amendment form and agree to comply with the HAP contract.

Signature of buyer _____ Date _____