



## Mandatory Checklist for Reporting Owner/Agent Changes for Properties currently assigned to SC Housing

Please complete this checklist and attach it to the completed forms so that we can process your changes timely. Please email forms to [Bonnie.Roberts@schousing.com](mailto:Bonnie.Roberts@schousing.com)

Project Name:	Contract Number:
Contact Name:	Contact Title:
Contact Phone Number:	Email:

**Vendor Number:**

<input type="checkbox"/> <b>Owner Change</b>	<input type="checkbox"/> <b>Management Agent Change</b>
<p>Requested Effective Date: _____</p> <p><input type="checkbox"/> Mandatory Checklist  <input type="checkbox"/> Owner/Agent Information Form  <input type="checkbox"/> Signature Authorization  <input type="checkbox"/> HAP Assumption Agreement  <input type="checkbox"/> W-9</p> <p>(<a href="http://treasurer.sc.gov/media/49359/Evp-Enroll.pdf">http://treasurer.sc.gov/media/49359/Evp-Enroll.pdf</a> ).  <b>***PLEASE NOTE:</b> This completed form is sent to SC Housing. We will process it through the financial department after verifying the Vendor number associated with the property.</p>	<p>Requested Effective Date: _____</p> <p>Existing Agent Name: _____</p> <p>New Agent Name: _____</p> <p><input type="checkbox"/> Mandatory Checklist  <input type="checkbox"/> Owner/Agent Information Form  <input type="checkbox"/> Signature Authorization  <input type="checkbox"/> Management Certification- HUD form 9839-B  <input type="checkbox"/> W-9</p> <p><b>***PLEASE NOTE:</b> This completed form is sent to SC Housing. We will process it through the financial department after verifying the Vendor number associated with the property.</p>
<input type="checkbox"/> <b>Bank Account Change</b>	<input type="checkbox"/> <b>Other Changes</b>
<p>Requested Effective Date: _____</p> <p><input type="checkbox"/> Mandatory Checklist  <input type="checkbox"/> W-9</p> <p><b>***PLEASE NOTE:</b> This completed form is sent to SC Housing. We will process it through the financial department after verifying the Vendor number associated with the property.</p>	<p>Requested Effective Date: _____</p> <p>Signature Changes:</p> <p><input type="checkbox"/> Mandatory Checklist  <input type="checkbox"/> Owner/Agent Information Form  <input type="checkbox"/> Signature Authorization</p> <p style="text-align: center;"><b>No forms required for minor contact changes – staff, email, and/or telephone/fax numbers may be reported by sending an email to <a href="mailto:Bonnie.Roberts@schousing.com">Bonnie.Roberts@schousing.com</a></b></p>