# *EXHIBIT 13-1: OWNER / MANAGEMENT CHANGE FORM*

Mail to: OHA, 1100 Grant Ave, Ogden, UT 84404
FAX to: (801) 627-6012
Email to: travisj@xmission.com

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|---|---|
| **OWNER NAME:** | |
| **BUSINESS NAME:** | |
| **PLEASE LIST THE TENANTS INCLUDED IN THIS CHANGE** | |
| NAME | ADDRESS |
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☐ ***OWNER ADDRESS CHANGE ONLY*: (Use only if there are no other changes (Ownership or Management.)**

**Please Change the Address for** ☐ **All Correspondence** ☐ **Checks Only** ☐ **1099 Form**

Mailing Address: _____

Residential Address: _____ (May not be PO Box)

Home Phone: _____ Cell Phone: _____ Email: _____

☐ ***This property is no longer being managed. Please send all checks and correspondence to original owner.***

Owner's Signature: _____ Date Signed: _____

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☐ ***NEW MANAGEMENT CHANGE ONLY: (Use only for New Managing Agents – not Ownership changes)***
**A copy of the management agreement or power of attorney must be attached.**

New Manager/Agent: _____ Effective Date: _____

Address: _____ Phone Number: _____

Owner's Signature: _____ Date: _____

OHA will not be responsible for any late fees or charges due to delays relating to changes received after the 20th of the month.
***Housing Assistance Payments will not be transferred to new owners until new owners have been approved. Approval will not be granted without the following: signature above of new owner, documentation of the sale and submission of a W-9.***
***OHA will not be responsible for providing copies of leases or contracts to new owners.***