

OWNER ADDRESS CHANGE

When an owner calls to report a change, pull up his information from the owner screen. Print a copy of the current screen, with the current address. Verify with the owner the name on the check and the social security number/federal id to be sure you have the correct owner.

What is the new address: _____

What is the phone number: _____

If it is a PO Box, what is the residential address: _____

Effective date of change: _____

If it is a husband & wife check, will both be on the new check or is this a divorce or separation? Yes: _____ No: _____ N/A: _____
If so, we need legal documentation from the court as to who obtains the property and whose name the check goes into.

If this is a change from Social Security Number to Federal ID and Company Name, we need to know when this change took place: _____
Please specify if company is INC, LTD, PTR, etc.

Does this change pertain to all properties currently on the program or only some properties? (Please print out the list of tenant's this affects).

If you have this owner in the lobby, go ahead and have him complete a new W-9 and attach to this form.

Who took this information: _____ Date: _____

Owner Name: _____

Company Name (if applicable) _____

SSN or FED ID #: _____

W-9 MAILED _____

W-9 RECEIVED _____

Return form (and W9 if applicable) to Carol Langham