

Owner Address or Agent Change Request Form

There has been a change in:

- _____ Mailing Address
- Supply corresponding City of NY Substitute W9 Form
- _____ Managing Agent
- Supply a copy of the Management Agreement
 - If address is also changing, supply a Substitute W9 Form and complete the last box of this form.
- _____ 1099 Address ONLY
- Supply corresponding City of NY Substitute W9 Form

Please return your request via mail:
 HPD Division of Tenant Resources
 Owner Registration Unit
 100 Gold Street, Room 1-0 NY, NY 10038
 Questions regarding this form, call the
 Owner Registration Unit at (917)-286-4300

HPD Assisted Address:
 Street _____
 City/State/Zip _____

I would like all FUTURE checks and correspondence to be sent to:

Landlord	Name
Street _____	
City/State/Zip _____	
Contact _____	(Please Print):
Telephone _____	Number:
Email address: _____	

Required For All Address Changes (Please check appropriate option below)

- Landlord Managing Agent 1099 PREVIOUS mailing Address:
 Prior address was:

Street _____
 City/State/Zip _____

Statement of Understanding (Required)

I understand that by supplying this information, my address and payment information will be updated with the NYC Department of Housing Preservation & Development (HPD). I further understand that if I have payments issued through the NYC Department of Finance (DOF) Electronic Fund Transfer (EFT) Program, commonly known as direct deposit, and wish to change the bank account associated with those payments, I must contact DOF immediately to provide them with updated account information and request deactivation of the old account. If I fail to notify DOF, I understand that DOF may continue to make rental subsidy payments into the prior account and it will be my responsibility to reclaim such funds from the holder of that account.

 Signature

 Date