



Office of Neighborhood Strategies
 Division of Tenant Resources
 100 Gold Street New York, N.Y. 10038

Notice of Intent to Sell- Change of Ownership Request

Owners of properties with any HPD assisted tenants should notify HPD of their intent to sell the assisted properties at least 30 days in advance of the anticipated closing date or when a contract for sale has been executed. This requirement for advance notice includes any transaction that transfers ownership of the property from one entity to another, even though the individuals or the corporations may be similar or related.

HPD is required to review the eligibility of the proposed purchaser to enter into a Housing Assistance Payment (HAP) contract and if determined eligible, assign the HAP contract once the sale is complete. HPD may deny approval to assign the Housing Assistance Payment (HAP) contract if the buyer is disqualified for any reason listed under Section 13(f) of the HAP contract, which can be found online at: https://www.hud.gov/program_offices/administration/hudclips/forms/hud5a or HPD’s Administrative Plan.

Once HPD reviews this notice, we will reach out to the seller to begin account reconciliation.

Please return this form to:

Email: dtros@hpd.nyc.gov Fax: (212) 863-8526	Mail: HPD Division of Tenant Resources Owner Registration Unit 100 Gold Street, Room 1-0 New York, NY 10038	Questions regarding this form: Call the Owner Registration Unit at (917) 286-4300 follow the prompts in the call tree.
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SELLER’S CONTACT INFORMATION

Name	Phone:
	Email:
Primary Contact Person <i>(if different from above)</i>	
Address(es) of HPD rental-assisted units	
Name of building or development <i>(if applicable):</i>	
Anticipated Date of Sale: ____/____/____	
<i>HPD will hold payments based on this date. If this date changes, HPD must be notified via email to: dtros@hpd.nyc.gov</i>	

PURCHASER’S CONTACT INFORMATION

Name	Phone:
	Email:
Primary Contact Person <i>(if different from above)</i>	