

Orange County Housing Authority

1501 E. St. Andrew Place • Santa Ana, CA 92705
(714) 480-2700 • California Relay Service (800) 735-2929
<http://www.ochousing.org>

DECLARATION OF OWNERSHIP AND AUTHORIZATION FORM

Property Being Leased (Address): _____
City: _____ Zip Code: _____

I HEREBY DECLARE THAT I AM THE LEGAL OWNER OR AGENT AUTHORIZED TO SIGN AND ACT ON BEHALF OF THE RENTAL PROPERTY DESCRIBED IN THE ASSISTED LEASE AND THAT I DO NOT AND WILL NOT RESIDE IN THE RENTAL UNIT.

1. Complete A and/or B as applicable:

- A. Property Owner/Principal: _____ Phone: _____
Residence Address: _____
(Not P.O. Box)
City: _____ Zip Code: _____
- B. Management Co./Manager: _____ Phone: _____
Address: _____
City: _____ Zip Code: _____

2. Information appearing on IRS Form W-9, for this account with OCHA (Complete A & B):

- A. Taxpayer Name(s): _____
(Must match W-9)
- B. Taxpayer Identification Number: (Must match W-9)
Social Security Number: _____
Employer Identification Number: _____
- C. Photocopy of Social Security Card of IRS Notice of Employer I.D. must be attached

3. Designate a mailing address for the housing assistance payment (rental subsidy) checks generated by OCHA on this account:

Taxpayer (Payee Name): _____
C/O (If applicable): _____
Street Address: _____
City, State, and Zip Code: _____

4. Authorized Signature:

- A. Property Owner's Signature: _____
B. Management Signature: _____
- If a Management signature appears without Property Owner's signature, a copy of the management authorization agreement must be attached. (Management compensation information may be omitted.)

WARNING: Section 1001 of Title 18 of the U.S. Code makes it a criminal offense to make willful false statements or misrepresentations to any Department or Agency of the United States as to any matter within its jurisdiction.

Housing Supervisor/Designee Initials: _____

CIRCLE SECTION AND TYPE OF CHANGE

VENDOR NUMBER: _____

Type of Change:

Forward to: Rental Assistance or Accounting

1. Initial Lease
2. Change of Ownership/Management/Address Only