

**SECTION 8 – TRADITIONAL PORTFOLIO (TCA) AND PROJECT-BASED CONTRACT ADMINISTRATION (PBCA) PORTFOLIO**

Project Name: \_\_\_\_\_ HAP Contract #(s): \_\_\_\_\_ MHFA #(s): \_\_\_\_\_

Name of Responsible Party: \_\_\_\_\_ E-Mail Address: \_\_\_\_\_ Telephone #: \_\_\_\_\_ FAX#: \_\_\_\_\_

**THE SUBMISSION CANNOT BE PROCESSED UNTIL ALL THE REQUIRED ITEMS HAVE BEEN RECEIVED**

Signature: \_\_\_\_\_ Date: \_\_\_\_ / \_\_\_\_ / \_\_\_\_ DUNS#: \_\_\_\_\_

| Check Requested Changes Here | Actions requiring one or more of the following:            | Cover Letter | <u>DUNS Number</u> | <u>Form 1199</u> | <u>Form W-9</u> | <u>HUD APPS</u> | HUD Firm Commitment | HAP Contract Amendment | Management Agreement |
|------------------------------|--|--------------|--------------------|------------------|-----------------|-----------------|---------------------|------------------------|----------------------|
| <input type="checkbox"/>     | Section 8 contract newly assigned to MassHousing portfolio | R            | R                  | R                | R               | N/A             | N/A                 | N/A                    | N/A                  |
| <input type="checkbox"/>     | Change of ownership ( <b>Tax ID Required</b> )             | R            | R                  | R                | R               | R               | R*                  | R                      | N/A                  |
| <input type="checkbox"/>     | Change of management agent ( <b>Tax ID Required</b> )      | R            | R                  | R                | R               | R               | N/A                 | N/A                    | R                    |
| <input type="checkbox"/>     | Change of development name ( <b>Tax ID Required</b> )      | R            | R                  | R                | R               | R               | R*                  | R                      | R                    |
| <input type="checkbox"/>     | Change of financial institution or merger with new account | R            | R                  | R                | N/A             | N/A             | N/A                 | N/A                    | N/A                  |
| <input type="checkbox"/>     | Change of bank account at the same financial institution   | R            | N/A                | R                | N/A             | N/A             | N/A                 | N/A                    | N/A                  |
| <input type="checkbox"/>     | Change of ABA routing by financial institution             | R            | N/A                | R                | N/A             | N/A             | N/A                 | N/A                    | N/A                  |

*R = Requiring Specific Form or Document / NA = Not Applicable / \*in lieu of APPS or 2530 approval*

**Definitions:**

**Cover Letter:** Correspondence from the owner's representative or an authorized representative of the management agent, requesting a specific action (e.g., make payments to a new bank, or make payment to a new party) must be attached to this checklist and sent directly to MassHousing, One Beacon Street - 7<sup>th</sup> Floor, Boston, MA 02108: Attention LaVergne Randolph. The cover letter must identify the affected contract(s) by project name and HAP contract number (e.g., MA06-XXXX-XXX). A project with multiple HAP Contracts must clearly specify ALL related contract numbers. The cover letter must be on letterhead, include name and title of authorized person requesting the change, include an authorized signature, and be presented in original form. HUD requires a Tax Identification Number for the management company and ownership entity when a change of ownership and/or management occurs; please ensure the Tax ID Numbers are provided on the cover letter. An active [DUNS number](#) must appear on the **Cover Letter**.

**Direct Deposit Sign-Up Form:** [Standard Form 1199A](#) - This is used by payment recipients to identify the financial institution and bank account number to which electronic payments are to be made. The 1199A Form must be *an original form with signatures. Copied or Faxed 1199A forms are not acceptable*. The ownership entity name and the associated HAP contract numbers must be noted in the cover letter. Form 1199A should include the bank's ACH ABA/routing number (not the wire ABA/routing number) must be clearly specified. Additionally, to ensure the account is modified correctly, and funds are transmitted without delay, the bank name must be indicated on the form.

**Taxpayer Identification Number (TIN) and Certification:** [IRS Form W-9](#): The IRS and HUD require this form before any payments may be issued under the Housing Assistance Payments (HAP) Contract. (Please note that TIN numbers must match the entity named on the form.)

**Previous Participation Certification:** [APPS Previous Participation Certification \(APPC\)](#) : As required in HUD Handbook 4065.1, HUD must review and approve certain types of changes, prior to implementation. These changes include change of ownership, change of partners (either general or limited), and change of management agent. HUD requires that the party seeking to be admitted to ownership or agency must be acceptable to them and not have been debarred from participation in any HUD program. MassHousing requires APPS approval or a copy of the HUD 2530 approval, bearing a HUD official's signature and date, or other evidence of acceptance by HUD.

**HUD Firm Commitment Letter:** In some instances, a new owner may present a firm commitment letter from a HUD official indicating that the transfer of physical assets (TPA) has been approved, pending the completion of specified action. A copy of the firm commitment letter may prove sufficient to demonstrate HUD's acceptance of the transfer of ownership to the new owner. This determination will occur on a case-by-case basis.

**HAP Contract Amendment and/or Assignment and Assumption Agreement:** When a property is sold or transferred to a new owner, HUD must approve the transaction and execute an amendment to the HAP Contract, effectively assigning the rights and obligation of the contract to the new owner. We must receive a copy of the fully executed amendment.

**Management Agreement:** When a change of management agent occurs, HUD requires approval of the new agent through the APPS (or paper Form 2530) review process noted above. HUD also requires an executed Management Agreement prior to the new agent commencing their duties at the site. Prior to making any subsidy disbursements or any other processing actions related to the new agent, MassHousing must receive a copy of the Management Agreement executed by all parties. Where MassHousing is not the Contract Administrator for the federal subsidy, please contact your HUD Project Manager for guidance.