

# Landlord Information Change Request

(If received after the 15th, will be processed the following month)

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Please read and complete this form in its entirety. Failure to do so will result in a delay in your request being processed.

Change of Ownership requires proof of ownership, ID and W9. Change of Management Company/Agent requires new agent agreement, W9 and Photo ID of new agent.

If requesting a new set up or any changes to your direct deposit, please complete the Direct Deposit Authorization Form and return it with a voided check.

I, \_\_\_\_\_ am requesting the following information to be updated:  
*print name*

**Please check all that apply:**

- Change of Tax ID Number** *(Requires W9 Form)*
- Name Change** *(Requires Photo ID)*
- Change of Payment Method** *(Requires Direct Deposit Form)*
- Change of Ownership** *(Requires W9, Proof of Ownership, ID of New Owner & Direct Deposit Form)*

- Change of Management Company/Agent** *(Requires W9, Management Agreement, ID of Agent & Direct Deposit Form)*
- Change of Address**
- Change of Phone Number**
- Change of Email address**
- Change of Fax Number**

Ownership Information	Complete if requesting a Change in Contact Information		
Name of <b>OLD</b> Owner/Agent _____	Name of <b>NEW</b> Owner/Agent _____	Tax ID or Social _____	
<b>The new Owner/Agent for the unit or apartment complex is located at:</b>			
Street Name & Number _____	City _____	State _____	Zip _____

Contact Information	Complete if requesting a Change in Contact Information		
<b>Mailing Address:</b>			
Street Name & Number _____	City _____	State _____	Zip _____
Daytime Phone _____	Fax Number _____		
Email _____			

**SCHA no longer issues paper checks You must sign up for direct deposit.**

Print Name \_\_\_\_\_  Agent/Manager  Owner (select one)  
*If new agent, a signed management agreement must be attached to this request.*

Signature \_\_\_\_\_

Date \_\_\_\_\_