

Boley Centers, Inc.
445 31st Street North
St. Petersburg, FL 33713
Phone: (727)-821-4819 Fax: (727) 490-0541

Change of Agent/HAP Payee Notification

Dear Agent or HAP Payee:

In order to complete the Change of Agent/HAP Payee, the BHP program requires the following for the Agent/HAP Payee:

- A copy of the Management Agreement between the management company/agent and the owner, stating that the management company/agent is authorized to accept payment on the owner's behalf or a court order assigning rents
- IRS Form W-9 (attached)
- Copy of a government-issued photo ID – *if an individual*
- Proof of Social Security Number (SSN) or Tax Identification Number (TIN)

Mail To: Boley Centers, Inc.
Housing Department
445 31st Street North
Saint Petersburg, Florida 33713
Telephone: (727) 821-4819

Effective date of Agent/HAP Payee change: _____

ALL FUTURE PAYMENTS WILL BE MADE TO THE FOLLOWING:

NAME: _____

ADDRESS: _____

CITY: STATE: ZIP: _____

TELEPHONE #: (____) _____ EMAIL: _____ TIN/SSN: _____

Owner Signature

Date

Agent/HAP Payee Signature

Date