

Assignment Process for Landlords



Are you adding or changing property management? Are you selling your property or buying a property with Section 8 voucher holder tenant(s)? Please follow the steps below to complete the Homes for Good's Assignment process to ensure your tenant's Housing Assistance Payment is issued without disturbance.

For any change in ownership or property management please provide written notice with the date for the effective change and if possible, provide the contact information for the new property management company, owner, or entity.

Please submit paperwork in one of the following ways;
Drop off or mail to 100 W 13th Ave Eugene, OR 97401
Email to paperwork@homesforgood.org
Fax (541) 682-3411

Steps for Completion

Our staff will then review the request and send the following documents as applicable.

- ☒ Complete Request for Payee Form and W-9. Return to Homes for Good.
- ☒ Homes for Good reviews Request for Payee and W-9 form.
- ☒ Homes for Good sends the Assignment of Housing Assistance Payments Contract and Lease by Owner.
- ☒ Complete and return Assignment of Housing Assistance Payments Contract and Lease by Owner.
- ☒ Homes for Good releases Housing Assistance Payment if it was placed on hold.

The steps for completion may vary depending on if you are buying, selling or changing property management companies.

Please contact us if you have any questions.



**Landlord & Community
Relations Specialist Contact**

phone 541-682-2602

email landlordliaison@homesforgood.org