



MAIN OFFICE
700 W. Main Street, Alhambra, CA 91801
Tel: 626-262-4510 TDD: 626-943-3898
www.lacda.org

REQUEST FOR TRANSFER OF OWNERSHIP

Date: _____

Tenant ID/SSN: _____

Tenant Name: _____

Property Address: _____

New Owner's Name: _____

Address: _____

Phone #: _____ Fax #: _____

Email Address: _____

Ownership Transfer Date: _____

Owner's Signature: _____

-----INSTRUCTIONS-----

Fill out this form completely, and **attach a copy of an acceptable proof of ownership** (either the recorded deed or closing escrow statement).

Submit this form, along with proof of ownership to:

E-mail: Owner.services@lacda.org
Fax: (626) 943-3858
Mail: Los Angeles County Development Authority
ATTN: Owner Services Unit
700 W. Main Street
Alhambra, CA 91801

Payments will be placed on hold once this form is submitted. Authorization and contract forms will be sent to the new owner within five (5) days. Payments will begin approximately 10 working days after all completed documents are returned to the Los Angeles County Development Authority (LACDA).

Note: If the LACDA receives this notification after the 20th of the month, the next scheduled payment may be posted to the previous owner before the transfer hold can be processed. The new owner is responsible for obtaining any such payment from the previous owner.