



MAIN OFFICE  
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HOUSING ASSISTANCE DIVISION  
SITE: ANTELOPE VALLEY OFFICE - 2323 E. Palmdale Blvd., Suite B, Palmdale, CA 93550 Tel: 661-575-1511

## Request for Transfer of Ownership

Date: \_\_\_\_\_ Tenant Identification/Social Security Number: \_\_\_\_\_

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:*

- By E-mail:**    [Owner.services@lacda.org](mailto:Owner.services@lacda.org)
- By Fax:**        (626) 943-3854
- By 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 Development Authority (LACDA).

**Note:** If the LACDA receives this notification after the 20<sup>th</sup> 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.