

ALTOONA DEPARTMENT OF HOUSING

NEW OWNER/AGENT NOTIFICATION

Every person holding a rental certificate shall give notice in writing to the Altoona Department of Housing within thirty (30) days after having sold, transferred, conveyed, or otherwise disposed of any ownership, interest, or control of the residential rental property.

Address of Property: _____
Legal Description of Property: _____

Existing/Former Owner

Name: _____ Phone: _____
Address: _____ Fax: _____
_____ Email: _____

NOTE: Owners of residential rental properties in the city who reside in a county other than Polk County or any county contiguous thereto shall provide the Department of Housing with the name, physical address and telephone number of an individual over the age of 18 who shall reside in Polk County or any county contiguous thereto and shall be designated as agent for receiving notice and service of process.

New Owner

Name: _____ Phone: _____
Address: _____ Fax: _____
_____ Email: _____

New Owner's Agent (If Applicable)

Name: _____ Phone: _____
Address: _____ Fax: _____
_____ Email: _____

New Contract Buyer (If Applicable)

Name: _____ Phone: _____
Address: _____ Fax: _____
_____ Email: _____

New Holder of any mortgage or deed of trust or other lien or encumbrance of record (If Applicable)

Name: _____ Phone: _____
Address: _____ Fax: _____
_____ Email: _____

Date of Transfer: _____

Signature

Date