

[Date]

[Public Housing Authority Name]

[PHA Address]

[City, State, Zip Code]

**RE: Notice of Portfolio Liquidation and Change of Ownership**

To Whom It May Concern,

This letter serves as formal notification that [Current Ownership Entity Name] is liquidating its real estate portfolio. As a result, the following properties currently enrolled in the Section 8 Housing Choice Voucher program are being sold or transferred:

- [Property Address 1] - Tenant: [Tenant Name]
- [Property Address 2] - Tenant: [Tenant Name]
- [Property Address 3] - Tenant: [Tenant Name]

The effective date of this transfer is [Closing Date]. Following this date, [Current Ownership Entity Name] will no longer be the legal owner or the payee for these units.

The new owner information is as follows:

**New Owner Name:** [New Owner/Company Name]

**Tax ID / SSN:** [Federal Tax ID]

**Mailing Address:** [Address, City, State, Zip]

**Phone Number:** [Phone Number]

**Email Address:** [Email Address]

Please find the following documents attached for your records:

- Recorded Deed or Bill of Sale
- New Owner's W-9 Form
- Executed Direct Deposit Authorization
- Assignment of HAP Contracts

Please update your records to ensure that all future Housing Assistance Payments (HAP) and correspondence are directed to the new owner starting [Date].

If you require additional documentation or have questions regarding this liquidation, please contact [Contact Name] at [Phone Number].

Sincerely,

[Signature]

[Printed Name]

**[Title]**  
**[Company Name]**