



**SECTION 8 DIVISION**

400 Harriet Tubman Street • Knoxville, TN 37915  
865.403.1258 • Fax 865.594.8790  
800.848.0298 (Tennessee Relay Center)  
www.kcdc.org

**Changes to Landlord/Owner File Information**

Occupancy Specialist \_\_\_\_\_ Date \_\_\_\_\_

- Change Account Number
- Change Company Name; Keep same Account Number
- Change Owner Name; Keep same Account Number
- Add New Owner and Account Number
- Change Landlord / Owner (*Property already on KCDC's Section 8 Program*)
- Change Landlord / Owner Address (*Property already on KCDC's Section 8 Program*)
- Inactive Landlord/Update Landlord Information

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***Please complete the following information and fax it to KCDC at 865-594-8790.***  
***\*Please include bank account verification (voided check)***  
***\*Please include proof of ownership (HUD-1 statement or tax statement)***

Tax Identification Number or Social Security Number \_\_\_\_\_

Telephone Number Including Area Code \_\_\_\_\_

Print Your Name \_\_\_\_\_

Print Company/Landlord Name \_\_\_\_\_

Address Including Zip Code \_\_\_\_\_

Tenant Name \_\_\_\_\_ Unit Address \_\_\_\_\_

Non Profit Organization    Yes  No   
Exclude form 1099        Yes  No

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date