



# KNOXVILLE'S COMMUNITY DEVELOPMENT CORPORATION

Rental Assistance Program, 400 Harriet Tubman Street, Knoxville, TN 37915

865-403-1293

865-594-8790 Fax

1-800-848-0298 Tennessee Relay Center (TRC)

An Equal Opportunity Employer

Alvin J. Nance  
President/Chief Executive Officer

## Housing Assistance Payments

- I. The owner will receive a Housing Assistance Payment (HAP) from KCDC on behalf of the tenant. The HAP will be a direct deposit into an account set up by the owner. The owner's acceptance of the HAP indicates that the family occupies the unit, the family's contribution toward rent has been collected, and the unit remains in a decent, safe, and sanitary condition. If any of these conditions do not exist, the owner should contact a Section 8 representative immediately.
  
- II. Change of Ownership – KCDC requires a written request by the owner who executed the HAP contract to make changes regarding who is to receive KCDC's rent payment or the address the rent payment should be sent.

In addition, KCDC requires a written request from the new owner to process a change of ownership. All the following documents must accompany the written request:

- Deed of Trust showing the transfer of title,
- Tax Identification Number or Social Security Number, and
- Direct deposit information

\_\_\_\_\_  
Owner Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
KCDC Representative

\_\_\_\_\_  
Date

