



PROPERTY CONTACT and SIGNATURE AUTHORIZATION SHEET

This is official notice of personnel authorized to sign official Section 8 business documents, including certifications (HUD 50059s), Housing Assistance Payments (HAP) Vouchers (HUD 52670s), Contract Renewal Worksheets & Contracts, Rent Schedules (HUD-92458) and Special Claims. All areas must be completed for changes to be updated.

Property Name: _____

DUNS Number: _____ TIN Number: _____

Address: _____

Property Number: KY36 _____ Phone: _____ Fax: _____

Email: _____

On-Site Manager: _____ Email: _____

Special Claims Contact (if different from site manager: _____

Phone: _____ Email: _____

Tenant Concerns Contact (if different from site manager: _____

Phone: _____ Email: _____

TRACS Coordinator: _____ Software Company: _____

Address: _____

Phone: _____ Fax: _____ Email: _____

Contract Renewal Contact: _____

Address: _____

Phone: _____ Fax: _____ Email: _____

Property Supervisor: _____

Address: _____

Phone: _____ Email: _____

Management Company: _____

Management Agent: _____ Title: _____

Address: _____

Phone: _____ Fax: _____

E-mail: _____

For owner entity changes, a signed W-9 must be submitted.

Owner/Authorized Agent Signature: _____ Date: _____

The personnel listed above will continue to have such signature authorization until KHC is notified, in writing, of any changes.

Please return via fax (502) 564-9962 or e-mail propertycontactinformation@kyhousing.org.