



Allen Metropolitan Housing Authority

600 South Main Street, Lima, OH 45804-1242

Phone: (419) 228-6065 Fax: (419) 228-1018

www.allenmha.com

PROPERTY INFORMATION – Owners, Landlords, Property Managers

Allen Metropolitan Housing Authority (AMHA) maintains electronic records for residential properties under a HAP contract. Please complete this form to ensure that AMHA has accurate customer information on file. Incomplete forms may result in there being no update made to our records.

When and by whom was this form completed:

Print Name: _____

Signature: _____

Company (if any): _____

Phone Number: _____

Date completed: _____

Concerning the following property:

**Only list ONE property per form; for more than ONE property, use multiple forms*

Contracted Unit Street Address: _____

City, State, Zip: _____

Legal Owner

**Contact information for the owner of the above listed unit*

Contact Name(s): _____

Name of Company: _____

Street Address: _____

City, State, Zip: _____

E-mail: _____

Phone Number: _____

HAP Recipient

**Customer name who will receive HAP payments AND to whom the 1099 will be issued to*

Same as legal owner _____ YES _____ NO

**Complete this section if different from legal owner*

Contact Name(s): _____

Name of Company: _____

Street Address: _____

City, State, Zip: _____

E-mail: _____

Phone Number: _____

Correspondence

**Contact information for preferred correspondent or company; this is who will receive ALL notices from Allen Metropolitan Housing Authority (examples: rent adjustment notices, inspection notices, landlord letters, annual reminders, payment ledgers, etc.) and, generally, conduct all phone and email communication with us.*

Same as legal owner _____ YES _____ NO

**Complete this section if different from legal owner*

Contact Name(s): _____

Name of Company: _____

Street Address: _____

City, State, Zip: _____

E-mail: _____

Phone Number: _____