



M A N C H E S T E R  
HOUSING AND REDEVELOPMENT AUTHORITY

**Notice to Property Owners**

The following is required by the Property Owner for the following instances:

- **SALE OF PROPERTY**

When you know you will be selling a building where a Housing Choice Voucher (HCV) Program participant lives, **advance notice of a pending sale is necessary** in order to provide you with the required documents that will be needed at your closing. Please call 1 to 2 weeks (or more) prior to your closing. **NOTE:** For sales of property occurring **after the 25<sup>th</sup> of the month**, the check will be made out to the current owner and any rent pro-rations should be done at the closing. As always, release of payment is dependent upon receipt of all required documents.

- **REQUEST FOR RENT INCREASE**

Rental increases may affect the tenant's portion of the rent as Manchester Housing and Redevelopment Authority (MHRA) may not absorb all additional amounts. As per the Housing Assistance Payment Contract (HAP) all Landlords/Property Owners are required to provide a 60-day written notice to MHRA and the Program Participant if requesting an increase to the existing Contract Rent. A Rent Reasonableness review will be conducted to ensure affordability.

- **RENOVATIONS/RELOCATIONS**

If a major renovation is planned that would require relocation of a HCV Participant, for a temporary move, **you are required to notify us of the relocation. You will need prior approval** of such move in order for you to continue to receive the Housing Assistance Payment (HAP). HAP will be placed on hold until the family moves back into the approved assisted unit.

