

City of Pensacola Housing Office
Change of Address
Owner and Landlord

Name *(as it appears on HAP Checks)*: _____

Previous Address: _____

Previous Phone Number: _____

New Address *(as it will appear on HAP checks)*:

New Phone Number: _____

New Email Address: _____

PLEASE NOTE: If you are moving out of the Pensacola, Florida area, it will be necessary for you to designate an in-town agent or manager as a local contact person for your S8 tenants and the Housing Office. The Housing Office will be unable to process this change of address without the requested information for agent/manager.

Name: _____

Address: _____

Phone Number: _____

☐ Agent*

☐ Manager**

Effective date of Change: _____

Authorized Signature

Date

* Agent- Acts on your behalf as your representative which includes executing Section 8 documents, receiving correspondence and handling emergency situations on your behalf.

** Manager- The local contact person for Section 8 tenants and the Housing Office and is hereby authorized to handle emergency situation on your behalf. Is not authorized to sign documents or receive correspondence on your behalf.