

G. INSTRUCTIONS FOR CHANGE OF OWNERSHIP DURING LEASE TERM

The following documentation is required to document a change of ownership during the term of a lease and to redirect the payment of rent. Items 6. and 7. can be found on the web site of the Comptroller of the Commonwealth (<http://www.mass.gov/osc>).

REQUIRED BY DCAMM

1. Correspondence from the former owner acknowledging the transfer of ownership to the new owner and identifying the new owner
2. Correspondence from the new owner indicating the name of the contact person and the mailing address for the rental and other payments
3. A copy of the deed which transfers title from the former owner to the new owner
4. Completed ownership documents from the new owner (a) Certificate of Compliance With Executive Order No. 481, (b) Landlord's Beneficial-Interest-Disclosure Statement, and (c) Certificate of Tax and Employment Security Compliance
5. An updated Certificate of Insurance in accordance with the Lease

REQUIRED BY THE USER AGENCY

6. Electronic Funds Transfer Sign Up Form
7. Form W-9 Request for Taxpayer Identification Number and Certification