



# CONTACT DIRECTORY CHANGE FORM

Development Name: \_\_\_\_\_ Effective Date: \_\_\_\_\_

Asset Manager: \_\_\_\_\_ Loan Program No: \_\_\_\_\_

Compliance Analyst: \_\_\_\_\_ IHDA Tax Credit No: \_\_\_\_\_

**DEVELOPMENT  
DETAILS**

On-Site Manager's Name: \_\_\_\_\_  
Development Address: \_\_\_\_\_  
\_\_\_\_\_  
Development Phone # \_\_\_\_\_  
Development Email: \_\_\_\_\_  
\_\_\_\_\_

**LEGAL OWNER  
DETAILS**

Legal Owner Name: (LP/LLC) \_\_\_\_\_  
Principals' Name(s): \_\_\_\_\_  
Owner Address: \_\_\_\_\_  
\_\_\_\_\_  
Owner Phone # \_\_\_\_\_  
Owner's FEIN # \_\_\_\_\_  
Owner Email Address: \_\_\_\_\_  
\_\_\_\_\_

**MANAGING  
AGENCY DETAILS**

Managing Agent Name: \_\_\_\_\_  
Property Supervisor Name: \_\_\_\_\_  
Agent's Address: \_\_\_\_\_  
\_\_\_\_\_  
Agent's Phone # \_\_\_\_\_  
Agent's FEIN # \_\_\_\_\_  
Agent's Email Address: \_\_\_\_\_  
\_\_\_\_\_

On-Site Office:  YES  NO

If 'no', where should we direct the mail for the On-Site Manager's Attention?

Owner  Managing Agency  Other

**OTHER  
MAILING  
ADDRESS**

On-Site Manager's Name: \_\_\_\_\_  
c/o: \_\_\_\_\_  
Address: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_