

General Landlord Information

OWNER CHANGE OF ADDRESS/ADDING AN AGENT

The Cheyenne Housing Authority requires any Owner/Agent changes in address to be submitted in writing. If an agent is being added, CHA will require that a copy of the management agreement between agent and owner be submitted with their request in writing.

A new 1099 will need to be completed and returned. Direct Deposit is sent on or about the 1st working day of the month, so any changes will need to be received by the 21st of the previous month in order to ensure all paperwork is completed before Direct Deposit is sent.