

**Change of Address Request
for Recipients of HUD Grants
or Contracts**

**U.S. Department of Housing
and Urban Development**
Office of the Chief Human Capital Officer

Instructions: This form is to be completed by recipients of HUD Grants or Contracts when their address changes. Please note the maximum characters per area. Characters in excess of the maximum will be truncated. The recipient shall submit this request to the appropriate Field/Program Office for approval. Once approved, the Field/Program Office will forward the request to Accounting for processing. After being processed, the U.S. Department of Housing and Urban Development will send all future correspondence to the new address.

Recipient's Tax Identification Number (9 characters)	Effective Date of Address Change
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Current Information

Recipient's Name (33 characters max.)

Address (33 characters per line max.)

City (22 characters max.)	State (2 chars.)	Zip Code (5 or 9 characters)
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Contact Name	Phone Number (include area code)
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Enter the Requested Changes

Recipient's Name (33 characters max.)

Address (33 characters per line max.)

City (22 characters max.)	State (2 chars.)	Zip Code (5 or 9 characters)
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Contact Name	Phone Number (include area code)
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Name and Signature of the Recipient Official Authorized to sign the Grant Agreement / Contract

X

Approval
(only necessary on requests for a recipient name change)

Name and Signature of the HUD Program Official Authorized to sign the Grant Agreement / Contract

X