

**PHFA**  
**PROJECT CONTACT AND INFORMATION SHEET**

**PROPERTY INFORMATION & CONTACT SHEET**

Property Name \_\_\_\_\_

Property Address \_\_\_\_\_

County \_\_\_\_\_

On-Site Manager \_\_\_\_\_ Email \_\_\_\_\_

FHA# \_\_\_\_\_ Contract # \_\_\_\_\_

Property Telephone # \_\_\_\_\_ Property Fax # \_\_\_\_\_

Total Units \_\_\_\_\_ Number of Section 8 Units \_\_\_\_\_

HAP Contract Expiration \_\_\_\_\_ Date of Last Rent Increase \_\_\_\_\_

Management Agent Company \_\_\_\_\_

Management Agent Contact \_\_\_\_\_ Title \_\_\_\_\_

Management Agent Company Address \_\_\_\_\_

Management Agent Telephone # \_\_\_\_\_ Fax # \_\_\_\_\_

Management Agent Email Address \_\_\_\_\_

Owner Entity Name \_\_\_\_\_

Owner Contact \_\_\_\_\_ Title \_\_\_\_\_

Owner Mailing Address \_\_\_\_\_

Owner Telephone # \_\_\_\_\_ Fax # \_\_\_\_\_

Owner Email Address \_\_\_\_\_

Property TRACS Contact \_\_\_\_\_ Phone # \_\_\_\_\_

TRACS Contact Fax # \_\_\_\_\_ TRACS Contact Email Address \_\_\_\_\_

TRACS ID # \_\_\_\_\_

Software Vendor \_\_\_\_\_ Current Software Version / Date \_\_\_\_\_

Name of Person Filling Out Form \_\_\_\_\_ Phone Number \_\_\_\_\_

HAP email notification \_\_\_\_\_

**PLEASE EMAIL TO KIZER@PHFA.ORG WHEN COMPLETE. THANK YOU**

