



Landlord /Owner- Update Contact Information

DHC requires updates to address, phone and email address to be submitted within 30 days of occurrence.

This form **will** not be accepted to report changes in management or ownership.

You may update Landlord information quickly via the DHC Landlord portal at www.dhcmi.org

To register, contact Rentcafe@dhcml.org. DHC requires email on file to register

Please complete the below information and return by email: owner-mgmtchg@dhcml.org

OR fax to 313-392-9254 Attn: Finance Tech

Current Information on file - (Print clearly)

Owner's Name _____ Social Security No.: xxx - xx - _____

Company Name (If Applicable) _____ Tax ID # _____ - _____

Address _____ City _____ State _____ Zip _____

Main Telephone No. (_____) _____ Alternate No. (_____) _____

E-Mail address: _____

Contact Person _____ Title _____

New/ Updated Information (Print Clearly) Copy of picture ID of signer is required with submission

Owner's Name _____ Social Security No.: XXX - XX - _____

Company Name (If Applicable) _____ Tax ID # _____ - _____

Address _____ City _____ State _____ Zip _____

Main Telephone No. (_____) _____ Alternate No. (_____) _____

E-Mail address: _____ (Email is required for Landlord Portal Registration)

Contact Person _____ Title _____

Submitted by: _____ Title _____

Signature _____ Date _____

Office Use Only:

Staff signature

Date Processed

DHC will provide a reasonable accommodation to a qualified individual with a disability by providing modifications, alterations or adaptation in policy, procedures, practices. Please advise us if you require a reasonable accommodation

"Equal Housing Opportunity"

