

- () LIHTC
- () HOME
- () OTHER _____
- () PARTIAL RELEASE

Received: ___/___/___

TRANSFER OF OWNERSHIP CHECKLIST

PROPERTY: _____

FROM: _____

TO: _____

- ___ Letter from Seller and Purchaser requesting change of ownership - including a statement that the new owners will keep the development affordable according to the terms of **all** agreements, currently in place, for the subject property/properties, specifying whether:
() HOME , () LIHTC and/or () OTHER _____
((FUNDS SOURCE))
- ___ Purchaser acknowledges receipt of a copy of ALL active funding agreements (list):
() HOME , () LIHTC and/or () OTHER _____
((FUNDS SOURCE))
- ___ Fully completed Owner Contact / Responsible Party Information form (by Purchaser)
- ___ Copy of Sale/Purchase Agreement
- ___ Approval of current Limited Partner (tax credit equity fund)
- ___ Draft of Assignment and Assumption Agreement (of LURA)
- ___ Resume of purchaser(s)
- ___ Organization chart of purchaser containing all parties holding an interest in the development
- ___ Criminal Background and Disclosure Form (**Attachment A** on ADFA's website) for all new entities and individuals
- ___ Conflict of Interest Acknowledgment and Disclosure (**Attachment F-1** on ADFA's website) for all new entities and individuals
- ___ Contract and Grant Disclosure and Certification Form (**Attachment F-2** on ADFA's website) for all new entities and individuals
- ___ Release of Information Form (**Attachment P** on ADFA's website) for Purchaser for each state in which they are doing business
- ___ Financials of all entities/persons involved
- ___ Status of bonds, if applicable
- ___ \$500.00 change fee check payable to ADFA Check # _____ \$ _____
- ___ Copy of any other document(s) pertinent to the request _____
- ___ Will there be a management change with this request ___ yes or ___ no

ACKNOWLEDGED/ APPROVED BY: _____ **DATE:** _____