

Instructions

Management company changes must be processed through the completion of this form. The managing general partner, managing member, or other controlling, active ownership entity must complete this form. Per the Management Change Policy, this form must be completed at least 30 days prior to the effective date of the change. Failure to adhere to this time frame may place the current ownership entity in Not in Good Partnership status with OHFA.

Submission Information

Submission Date:

Effective Date of Change:

Submitted By:

Title:

Organization:

E-Mail:

Project Information

OHFA Project Number:

First Year Credits Claimed:

Address:

City:

Funding Type:

Population Served:

Construction Type:

Original Developer:

Limited Partner/Investor Member:

Total Units:

LIHTC Units:

Current Management Company

Organization Name:

Parent Organization:

Address:

City/State:

Contact Name:

Contact Title:

Contact Organization:

Contact E-mail:

Contact Phone:

Contact Web site:

Proposed Management Company

Organization Name:

Parent Organization:

Address:

City/State:

Contact Name:

Contact Title:

Contact E-mail:

Contact Phone:

On-site Manager Name:

On-site Manager Title:

On-site Manager Phone:

On-site Manager E-Mail:

Management Change Questions

1. Why is the current management company being replaced?

2. Will the proposed management company serve as a third-party or self-managed entity?

If it will be third-party managing, please fill in the following additional information:

- a. Name on Ohio Real Estate Broker's License:
- b. Ohio Real Estate Broker's License Number:
- c. License Expiration Date:

3. Select any/all of the following housing programs with which the proposed management company has experience:

- | | |
|-----------------------------------|-------------------------------|
| Low-Income Housing Credit (LIHTC) | HOME Investment Partnership |
| HUD Project-Based Section 8 | 811 Project Rental Assistance |
| Rural Development Section 521 | HUD Section 202 or 811 PRAC |
| Other (please explain) | |

4. Which of the following certifications does the proposed management company require managers acquire and maintain?

- | | |
|---------------------------------------|--|
| Housing Credit Certified Professional | Certified Credit Compliance Professional |
| Tax Credit Compliance System | National Compliance Professional |
| Tax Credit Specialist | Specialist in Housing Credit Management |
| Other (please explain) | |

5. Which of the following certifications does the proposed management company require on-site property managers acquire and maintain?

- | | |
|---------------------------------------|--|
| Housing Credit Certified Professional | Certified Credit Compliance Professional |
| Tax Credit Compliance System | National Compliance Professional |
| Tax Credit Specialist | Specialist in Housing Credit Management |
| Other (please explain) | |

6. Is the property management company registered with the [Ohio Housing Locator](#)? Yes No

Affirmation of Understanding

The undersigned hereby represents and certifies under penalty of perjury that: (1) To the best of his/her knowledge, all information contained within, attached to, and submitted with this document is true and complete, and accurately describes the management change; and (2) Any additional information requested by the Ohio Housing Finance Agency will be supplied by the undersigned.

The undersigned acknowledges that any document submitted to the Ohio Housing Finance Agency is considered a public record and will be released in accordance with [O.R.C. 149.43](#) and [175.12\(B\)](#).

IN WITNESS WHEREOF, the undersigned has caused this document to be duly executed in its name on this day of

Managing General Partner/Managing Member, or other Controlling, Active Ownership Entity

Entity Name:

Print Name:

Title:

Signature:

Date:

Proposed Management Company

Entity Name:

Print Name:

Title:

Signature:

Date: