

## Instructions

Any ownership transfers must be processed through the completion of this form. The current ownership entity that is selling or otherwise transferring its interest must complete this form. Per the Ownership Transfer 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. If this transfer is part of a larger transition including multiple properties, this form will be required for each transfer, but may be submitted together.

## Submission Information

Submission Date:

Submitted By:

Organization:

Effective Date of Change:

Title:

E-Mail:

## Project Information

OHFA Project Number:

Address:

Funding Type:

Construction Type:

Management Company:

First Year Credits Claimed:

City:

Population Served:

Original Developer:

Total Units:

LIHTC Units:

## Transferor Information (current entity)

Entity Name:

Ownership Role:

Contact Name:

Contact Organization:

Contact Phone:

Parent Organization:

Ownership Interest:

Contact Title:

Contact E-mail:

Contact Web site:

## Transferee Information (new entity)

Entity Name:

Ownership Role:

Contact Name:

Contact Organization:

Contact Phone:

Parent Organization:

Ownership Interest:

Contact Title:

Contact E-mail:

Contact Web site:

## Transfer Questions

1. Provide a summary of the ownership transfer:

2. Is the ownership interest being sold, transferred, donated, or like-kind exchanged?

3. Will the management company be retained? If not, who will serve as the management agent? Please note that a management company change form is also required if the entity is changing.

4. Is the transferee a related entity of any current ownership entities affiliated with the subject property? If so, how?

### 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 ownership transfer; 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

Transferor

Entity Name:

Print Name:

Title:

Signature:

Date:

Transferee

Entity Name:

Print Name:

Title:

Signature:

Date: