

HDAP Recipient Change Form



The following parties hereby notify the Ohio Housing Finance Agency (OHFA) of a change in HDAP Recipient for the project listed below, **effective date** _____. HDAP Recipient changes must be approved by OHFA, and OHFA must be notified 30 days prior to the proposed change in accordance with OHFA's policies. *Failure to adhere to this timeline may place the owner and/or current HDAP Recipient in Not in Good Partnership status. Representatives of the Owner and the new HDAP Recipient must both sign and date this form.*

Project Name: _____ **OHFA Project Number:** _____
Building Identification Number(s): _____
Project Address: _____
Project City: _____ Zip: _____
Owner Name: _____
Owner Contact: _____ Phone: _____
Contact Email: _____

Is the property in Extended Use (past year 15)? Yes No
Is this part of a change in ownership? Yes No
Was the owner change due to sale or foreclosure? Yes No
If CHDO involved: Will the change impact the CHDO's role? Yes No N/A
Were competitive points awarded (per QAP) due to CHDO involvement? Yes No

Previous HDAP Recipient:

Name: _____ TIN: _____
Address: _____ Phone: _____
City: _____ State: _____ Zip: _____
Entity is:

New HDAP Recipient Information:

Name: _____ TIN: _____
Address: _____ Phone: _____
City: _____ State: _____ Zip: _____ Fax: _____
Entity is:
Primary Contact: _____ Phone: _____
Contact Email: _____ Title: _____

Is the new HDAP recipient part of the ownership entity? Yes No

Additional information relevant to OHFA:

Send this form to the Project Changes inbox at ohfaprojectchanges@ohiohome.org.

Owner/Authorized Party Signature

Printed Name

Date

Title

New HDAP Recipient Signature

Printed Name

Date

Title

