[Date]

**TO:** Project Changes Team (ohfaprojectchanges@ohiohome.org) Office of Multifamily Housing

**FROM:**

**RE:** Lease Purchase Sale for [Address] part of [Name of Property]

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Dear OHFA Staff:

In accordance with the terms set forth in the Funding Agreement for the project known as [Name of Property] let this serve as a transmittal sheet and acknowledgment that “all information is true and correct to the best of my knowledge.”

Attached please find the following and check mark each item on the list below to acknowledge that the corresponding information is attached to this transmittal sheet:

[ ]  A cover letter listing the buildings to be released and a copy of the contract being entered into by the buyer.

[ ]  A receipt of the completed online [Lease Purchase Sales Form](https://ohiohome.org/leasepurchaseform/).

[ ]  A copy of the project’s current year rent roll.

[ ]  If the building(s) are being sold to anyone other than the Qualified Existing Tenant, the following must be included in the cover letter:

[ ] Proof that the building was offered to the Qualified Existing Tenant, but the tenant declined to purchase the building.

[ ]  OHFA Declaration of Restrictive Covenants Partial Release [Template](https://ohiohome.org/ppd/documents/DeclarationRestrictiveCovenantsPartialRelease-Template.docx).

[ ]  OHFA Declaration of Restrictive Covenants Partial Release Amendment [Template](https://ohiohome.org/ppd/documents/DeclarationRestrictiveCovenantsPartialRelease-Amendment-Template.docx).

[ ]  OHFA Mortgage Partial Release Template without Assignment [Template](https://ohiohome.org/ppd/documents/MortgagePartialRelease-Template.docx).

[ ]  OHFA Mortgage Partial Release Template with Assignment [Template](https://ohiohome.org/ppd/documents/MortgagePartialRelease-Assignement-Template.docx).

[ ]  Partial Release Restrictive Covenants LIHTC [Template](https://ohiohome.org/ppd/documents/PartialRelease-LIHTC-Template.docx).

[ ]  Partial Release Restrictive Covenants LIHTC Amendment [Template](https://ohiohome.org/ppd/documents/PartialRelease-LIHTC-Amendment-Template.docx).

[ ]  A prepaid return shipping label (FedEx, etc.).

[ ]  The title company is [Company Name] with [Person Name] as the primary contact at [Email Address] or [Phone Number].

[ ]  Other documentation as necessary.
 [Please list]

If you have any questions or concerns, please contact [Name of Contact] at [Email Address] .

Sincerely,

|  |  |  |
| --- | --- | --- |
| [Sign Here] |  | [Type Here] |
| Signature |  | Date |
| [Type Here] |  | [Type Here] |
| Printed Name |  | Title and Organization |