



**HOUSING TAX CREDIT PROGRAM
NOTICE OF INTENT TO TRANSFER OWNERSHIP,
OR CHANGE OWNER NAME OR STATUS**

To be completed prior to transfer of title, change in partnership name, corporate name or status. Final documentation to be supplied after closing.

Project Name: _____ Project HTC #: _____

Legal name of project owner or ownership entity to whom credits were allocated:

Current Owner Federal Tax ID #: _____

Contact person name and phone #: _____

Indicate Type of Change and Date:

- _____ Change in Owner Name/Status (Entity Type) _____ Anticipated/Actual closing date
- _____ Sale of Property
- _____ Transfer of Partnership Interest

New or Updated Owner Information

Name: _____ Tax ID #: _____

Address _____

Contact person name, phone number, and email: _____

List all partners:

Name, Address, Phone, and Email	Percentage of Ownership	Tax ID or SSN
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____

Management Agent Information

Name of Management Company: _____

Tax ID #: _____

Address of Management Co: _____

Contact person name & phone number: _____

Attached is the following documentation (Attach all that apply.):

For transfer of ownership and for change in partnership name/status

- _____ Copy of the amended or new partnership agreement; or
- _____ Copy of the Articles of Incorporation and By-Laws; or
- _____ Copy of the LLP/LLC Organizational Documents; and
- _____ Copy of the Certificate of Good Standing from the Secretary of State not older than 90 days from the date of this notice, if applicable.

You may be required to submit an attorney opinion letter. IHFA will notify you if this is a requirement.

For all changes in ownership

_____ \$350.00 for transfer or actual cost if higher.

Idaho Housing and Finance Association reserves tax credits to the partnership and general partners. Reservations are not transferable. Any change in partner status requires Idaho Housing and Finance Association notification.

Transferring Owner/Partner:

New Owner/Partner:

Print Name of Transferring Entity

Print Name of New Entity

By: _____

By: _____

Its: _____

Its: _____

Print name of person signing

Print name of person signing

Date: _____

Date: _____

**Send completed forms and fee payment to:
Idaho Housing & Finance, Compliance Department,
PO Box 7899, Boise ID 83707-1899
or email forms to: katiek@ihfa.org**

Management or Owner Change Required Documents for Tax Credit properties

IHFA's compliance Department will need to approve a change of the management companies. Please have the Owners of this development submit the required form along with the following documents:

MANAGEMENT ONLY CHANGES

IHFA Management Change Form (located on IHFA website)

- Management Agreement
- Management Plan (specifically addressing how affordable units will be leased up)
- Previous Participation Certificate (list of all affordable properties in each state management company is operating)
- Corporate Resume (outlining the companies experience in managing multifamily developments, etc.)
- Proof of industry training for all on-site and compliance staff if proposed agent is new to Idaho and has not prior history of affordable housing management with IHFA
- Syndicator approval (only if in property is in initial compliance period)

OWNERSHIP or TRANSFER of PARTNER INTEREST CHANGES

- \$350 Fee to process change (approval will not be completed until the fee is paid)
- IHFA Notice of Intent to Change Ownership Form (located on IHFA Website)
- All the documents that apply on the IHFA form
- Draft Assignment and Assumption

Management or Owner Change Required Documents for HOME properties

IHFA's compliance Department will need to approve the switch of the management companies. Please have the Owners of this development submit a formal letter addressed to the Compliance Department requesting the change and the reasons why along with the following documents:

- Management Agreement
- Management Plan
- Lease Agreement and all attachments
- Waitlist/Tenant Selection Policy or Plan
- Affirmative Marketing Plan (AMP)
- Limited English Proficiency (LEP) Evaluation
- VAWA Addendum and Plan