



To be completed by the owner prior to the change.

Notice of Management Change

Please indicate the development type and attach the required documents listed on the attached pages.

Effective date of change:

Development Name:

Development Address:

Development Type: Tax: HOME: Both:

Current Management:

Organization Name:

Proposed Management Agent:

Organization Name:

Tax ID Number:

Address:

Contact Person:

Telephone Number:

Email Address:

Regional Manager:

Contact Name:

Telephone Number:

Cell Phone:

Email address:

Compliance Director:

Contact Name:

Telephone Number:

Email address:

Onsite Manager:

Contact Name:

Telephone Number:

Email address:

PREVIOUS PARTICIPATION CERTIFICATE

All management agents must be approved by IHFA. Approvals will only be granted to Management Agents that can demonstrate they have experience in Affordable Housing. Management Agents must be in good standing in other states in which they operate.

Principal's Name	Development Name	Development Address	Status of Development	Start Date Of Management	End Date of Management (if applicable)	Other Subsidy (RD, Sec8, HOME, etc.)	No. of Units	Supervising State Agency	Outstanding 8823's, y/n

The undersigned, being duly authorized, hereby represents and certifies under the penalty of perjury that the foregoing information, to the best of his/her knowledge, is true, complete and accurate.

**Additional documents may be attached including spreadsheets or data from your software. Send completed forms to:
Idaho Housing & Finance, Compliance Department,
PO Box 7899, Boise ID 83707-1899
or email forms to: katiek@ihfa.org**

Signature

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