



## **Documentation Required for a Change of Ownership. Please note additional documentation may be requested upon review.**

- [Entity: Change of Ownership Form](#)
- [Updated Disclosure 2](#)
  - If an individual was added to the application/license and they meet the definition of an applicant, a supplemental individual prequalification application (SIPA) must be submitted. Please see below for required documents.
  - If an entity was added to the application/license and they meet the definition of an applicant, a supplemental entity prequalification application (SEPA) must be submitted. Please see below for required documents.
- Updated bylaws, operating agreement, or other governing documents
- Updated organizational chart
- Member resolution/notarized withdrawal letter (if applicable)
- All documentation related to the purchase or transfer of interest (if applicable)
- Proof of payment/sale (if applicable)

## Documentation Required for an Added Entity:

- [Supplemental Entity Prequalification Application \(SEPA\)](#)
- Copy of Bylaws or Other Governing Documents (if applicable)
- Certificate of Good Standing
- Approval to Conduct Business Transactions in Michigan (if applicable)
- Authorizing Resolution (if applicable)
- Certificate of Assumed Name (if applicable)
- Debt, Bankruptcy, Insolvency Documents (if applicable)
  - A copy of the discharge documents
- Tax Liability Documents (if applicable)
  - A copy of the initial Notice of Lien & Notice of Release
  - Explanation – Cause and outcome of lien
  - A copy of the payment plan documentation
- Valid copy of Regulation Documents (if applicable)
- Litigation Documents (if applicable)
  - A copy of the Complaint
  - A copy of the Judgement
  - Explanation – Cause and outcome of litigation

## Documentation Required for an Added Individual:

- [Supplemental Individual Prequalification Application \(SIPA\)](#)
- Livescan Form
- Valid copy of a government issued ID
- W2s, 1099s, and/or Schedule K-1s for the past 12 months
  - Submit an explanation if there are not any W2s, 1099s, and/or Schedule K-1s
- Debt, Bankruptcy, Insolvency Documents (if applicable)
  - A copy of the discharge documents
- Tax Liability Documents (if applicable)
  - A copy of the initial Notice of Lien & Notice of Release
  - Explanation – Cause and outcome of lien
  - A copy of the payment plan documentation
- Valid copy of Regulation Documents (if applicable)
- Criminal History Documents (if applicable)
  - A copy of all documentation pertaining to the charge
  - Explanation – Cause and outcome of charge
- Litigation Documents (if applicable)
  - A copy of the Complaint
  - A copy of the Judgement
  - Explanation – Cause and outcome of litigation