

## Notice of Change in Ownership Compliance Monitoring

To be completed *prior* to transfer of title, change in partnership name, corporate name or status. (Final documentation will be required after MSHDA approval, if applicable). **NOTE:** MSHDA financed projects have additional requirements. Contact your Asset Manager for additional information.

Send completed form to:  
Michigan State Housing Development Authority  
Office of Rental Development – Compliance Monitoring  
735 E. Michigan Ave., P.O. Box 30044  
Lansing, MI 48909  
[mshdacompli@michigan.gov](mailto:mshdacompli@michigan.gov)

Development Name:	
MSHDA #:	
Development City:	

**Indicate Type of Change and Effective Date:**

Type of Change <i>(check all that apply)</i>	Effective Date	Comments
<input type="checkbox"/> Change in Ownership (Entity)		
<input type="checkbox"/> Change in Owner Contact		
<input type="checkbox"/> Property Sale		
<input type="checkbox"/> Transfer of Partnership Interest		
<input type="checkbox"/> Other:		

**Ownership Entity**

Description	Before Ownership Change	After Ownership Change
Ownership Entity Name		
Federal Tax ID #:		
Contact Name:		
Address:		
City, State, Zip:		
Phone #:		
Fax:		
Email:		

**Contact Information if different from above:**

Street Address:	
City, State, Zip:	
Phone #	
Fax:	
Email:	

**List all partners:**

Description	Before Ownership Change	After Ownership Change
<b>Partner #1 Name</b>		
Tax ID or SSN		
Type of Partner (GP, LP, or Other)		
Non-Profit Y/N		
% of Ownership		

Description	Before Ownership Change	After Ownership Change
<b>Partner #2 Name</b>		
Tax ID or SSN		
Type of Partner (GP, LP, or Other)		
Non-Profit Y/N		
% of Ownership		
<b>Partner #3 Name</b>		
Tax ID or SSN		
Type of Partner (GP, LP, or Other)		
Non-Profit Y/N		
% of Ownership		
<b>Partner #4 Name</b>		
Tax ID or SSN		
Type of Partner (GP, LP, or Other)		
Non-Profit Y/N		
% of Ownership		

(Add additional sheets if needed)

Attach the following documentation (if applicable):

**For transfer of ownership and for change in partnership name**

- 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 Michigan Secretary of State no older than 90 days from the date of this notice, if applicable.

**Additional submissions for transfer or change of ownership**

- Copy of the purchase agreement
- Copy of the recorded contract for deed or warranty deed transferring the benefits and burdens of ownership of the buildings to the purchaser, or title policy indicating ownership

*(MSHDA issues tax credits to the partnership and general partners. Reservations are not transferable. Any change in partner status requires MSHDA notification and approval).*

**Transferring Owner/Partner:**

Signature of Authorized Representative: \_\_\_\_\_

Title: \_\_\_\_\_ Date: \_\_\_\_\_

Print name of person signing: \_\_\_\_\_

**New Owner/Partner:**

Signature of Authorized Representative: \_\_\_\_\_

Title: \_\_\_\_\_ Date: \_\_\_\_\_

Print name of person signing: \_\_\_\_\_