



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
Compliance Monitoring – Asset Management
mshdacompli@michigan.gov

Development Name:			
MSHDA #:			
Development City:			
Does Property Have a PILOT? (Payment In Lieu Of Taxes)	Yes		No

Indicate Type of Change and Effective Date:

Type of Change <i>(check all that apply)</i>	Effective Date	Comments
Change in Ownership (Entity)		
Change in Owner Contact		
Property Sale		
Transfer of Partnership Interest		
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
Partner #1 Name		
Tax ID or SSN		
Type of Partner (GP, LP, or Other)		

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