REQUEST TO CHANGE OWNERSHIP OR TRANSFER INTEREST

To request a change, the request form to the Procorem work center. Upload to the following folder: Allocation> Waivers and Requests.

Property Name:	**Procorem #:**
Address:	**Year of Allocation:**
Number of Buildings:	**Number of Units:**

The following change is anticipated as of: _____

☐ Real property sale
☐ General Partner/managing member transfer
☐ Dissolution of ownership entity (as of year 16)

*A change only to the limited partner does not require KHRC approval.

Complete the information below based on the box checked above. Additional documents may be required.

CURRENT Owner or General Partner/Managing Member Information:

Legal Name:	
Ownership Address:	
Point of Contact:	
Phone Number:	
Email Address:	
TIN*:	

For ownership changes, the TIN listed here should be the same as provided on the Form 8609

NEW Ownership Information as a result of a real property sale or dissolution of ownership entity:

Legal Name:	
Address:	
Point of Contact:	
Phone Number:	
Email Address:	
NEW TIN:	

NEW General Partner information as a result of a transfer:

Legal Name:	
Address:	
Point of Contact:	
Phone Number:	
Email Address:	
NEW TIN:	

The new contact person listed is expected to sign the annual owner's certification of continued program compliance submitted each year with the annual report.

It is the duty of BOTH parties (incoming and exiting) to determine who is responsible for submitting the Annual Report and Compliance Fee for <u>the year the change occurred</u>. It is also the duty of BOTH parties (incoming and exiting) to determine who is responsible for responding to any current/pending notices issued by KHRC (i.e. Files Inspections, Physical Inspections or Annual Report 60 day notices, Casualty Loss Events, Tenant Complaints, etc.) The email provided is the one that will be used for access to the Procorem work center.

_____   _____
Current Owner or Current GP Signature   Printed Name   Date

_____   _____
Proposed New Owner or New GP Signature   Printed Name   Date

The parties understands that the proposed change is subject to closing and KHRC's approval. The proposed new owner/general partner's signature is required strictly for KHRC's information and preapproval.

KHRC Approval:

_____   _____
Director of Housing Compliance Signature   Printed Name   Date