

## REQUEST TO CHANGE MANAGEMENT COMPANY

*Any LIHTC, Bond, TCAP or Credit Exchange Development must obtain **PRIOR** approval from KHRC before changing management companies. Requests submitted with less than 30 days' notice may incur a penalty. Proposed companies must meet experience criteria as outlined in the compliance manual and the QAP. To request a change, the current owner must upload a completed request form to the LIHTC Compliance work center to the following folder: Allocation > Waivers and Requests.*

<b>Property Name &amp; Procorem #: Address:</b>	<b>Owner's Name &amp; Address:</b>
<b>Proposed Management Company's Name &amp; Address:</b>	<b>Prior Management Company's Name and Address:</b>

Requested/anticipated effective date of the change: \_\_\_\_\_

**NEW** staff that need added to the property's Procorem work center:

Name:	Title:	Phone Number	Email Address:

**PLEASE BE AWARE OF THE FOLLOWING:**

**It is the duty of BOTH management companies to determine which company is responsible for submitting the Annual Report and Compliance Fee for the year the change occurred. It is also the duty of BOTH management companies to determine which company 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/Concerns, etc.)**

**Procorem Access: KHRC will add the staff listed above to the work center as soon as the change is approved. To accommodate the needs of both the old and new company, KHRC will wait to remove individuals from the old management company until we have been notified via post of who should be removed.**

Property Type (Check all that apply): Low Income Housing Tax Credit  Bond  HOME Rental Units   
Tax Credit Assistance Program (TCAP)  1602 Program (aka: Credit Exchange Program)

This property is in year 16 or later of the Low Income Housing Tax Credit Program  Yes  No

<b>Current Owner's (or new if both are changing) Printed Name:</b>	<b>Signature and Date:</b>
<b>Contact Phone #:</b>	<b>Email Address:</b>

<b>Point of Contact for Proposed Company (Printed Name):</b>	<b>Signature and Date:</b>
<b>Contact Phone #:</b>	<b>Email Address:</b>

Approved:  Yes  No \_\_\_\_\_  

**Director, Housing Compliance Division**
**Date**

**Note:** Section 1001 of Title 18 of the U.S. Code makes it a criminal offense to make willful false statement or misrepresentations to any Department or Agency of the United States as to any matter within its jurisdiction.