

**TPA - Tax Credit Only - DECONTROL PERIOD**

DEVELOPMENT NAME \_\_\_\_\_ MHDC # \_\_\_\_\_  
 OWNER \_\_\_\_\_  
 PROPOSED OWNER \_\_\_\_\_

Owner Contact Name and Phone Number: \_\_\_\_\_

SEND TRANSFER DOCUMENTS TO: Asset Management Attention: Tammi Ewing

**Submit all items on a recordable CD, Include hard copies of MHDC forms that require original signature(s) as noted below.**

**Documents received by MHDC:**

- \_\_\_\_\_ 1 TPA Application Received
- \_\_\_\_\_ 2 Proposed deed
- \_\_\_\_\_ 3 Proposed sworn statement from Purchaser attesting to adherence to Section 42 decontrol period requirements.
- \_\_\_\_\_ 4 Ownership Documents
  - A Incoming Owner:
    - \_\_\_\_\_ Articles of Organization or Articles of Incorporation
    - \_\_\_\_\_ Operating Agreement or By-laws
    - \_\_\_\_\_ Certificate of Organization or Certificate of Incorporation
    - \_\_\_\_\_ Missouri Certificate of Good Standing (dated within 30 days of transfer) ( )
  - Organizational Documents for every tier of the general partner or member entity that is not a natural person, if applicable
  - B
    - \_\_\_\_\_ Articles of Organization or Articles of Incorporation
    - \_\_\_\_\_ Operating Agreement or By-laws
    - \_\_\_\_\_ Certificate of Organization or Certificate of Incorporation
    - \_\_\_\_\_ Missouri Certificate of Good Standing (dated within 30 days of transfer) (Dated \_\_\_\_\_)
- \_\_\_\_\_ 5 Exhibit L (Property Information Sheet)
- \_\_\_\_\_ 6 Management company certified by MHDC
  - Post Transfer:
- \_\_\_\_\_ 7 Executed sworn statement that owner will adhere to Section 42 Decontrol Requirements
- \_\_\_\_\_ 8 Recorded Warranty Deed in form submitted

Legal	Arch	Mtg Credit	Tax Credit	Asset Mgmt	Envir	RP/ UW

<b>For internal use only:</b>		
Legal _____		Date _____
Asset Management _____		Date _____
____ Management agent certification complete		