# Limited Partner Change

**DEVELOPMENT NAME** _____ **MHDC #** _____

**CURRENT Limited Partner** _____

**PROPOSED Limited Partner** _____

**OWNER CONTACT NAME AND PHONE NO** _____

**Submit Items (as individual documents/PDFs) labeled according to checklist to TPA@mhdc.com, or on a recordable CD:**

**SEND TRANSFER DOCUMENTS TO:**

**Legal Department/Attn: TPAs**
**920 Main**
**Suite 1400**
**Kansas City, Missouri 64105**

**Documents received by MHDC:**

| | | Legal | Arch | Mtg Credit | Tax Credit | Asset Mgmt | Envir | RP/ UW |
|---|---|---|---|---|---|---|---|---|
| ____ | 1 Application (MHDC Form #TPA01) submitted with fee | | | | | | | |
| ____ | 2 Ownership Documents | | | | | | | |
| | A Ownership Entity (limited partnership) | | | | | | | |
| ____ | Proposed amendment to the Partnership Agreement with Exhibits (or other transfer agreement) | | | | | | | |
| ____ | Certificate of Good Standing *(* dated within 30 days of transfer) (Dated _____*)* | | | | | | | |
| | B Proposed Partner | | | | | | | |
| ____ | Articles of Organization or Articles of Incorporation | | | | | | | |
| ____ | Operating Agreement, By-laws or LPA | | | | | | | |
| ____ | Certificate of Organization or Certificate of Incorporation | | | | | | | |
| ____ | EIN/TIN IRS Letter | | | | | | | |
| ____ | Certificate of Good Standing *(* dated within 30 days of transfer) (Dated _____*)* | | | | | | | |
| ____ | 3 Original Exhibit G (Change of Ownership/Interests) must be notarized - electronic submisson accepted | | | | | | | |
| ____ | 4 Exhibit L (Property Information Sheet - **completed in entirety**) | | | | | | | |
| ____ | 5 Evidence from HUD of 2530 approval, if applicable | | | | | | | |
| ____ | 6 Opinion from attorney that transfer does not cause a dissolution of the partnership. Submit hard copy original signature letter. | | | | | | | |
| ____ | 7 If applicable, noncompliance corrected, or plan for correction submitted | | | | | | | |
| | **Post transfer documentation:** | | | | | | | |
| ____ | 8 Executed amendment to the partnership agreement with exhibits (or other transfer agreement) | | | | | | | |

**For internal use only:**

**Legal** _____ Date _____

**Asset Management** * Date

Permitted Transferee is in good standing with MHDC, HUD and other HFAs ____ (AM). For 2013 deals going forward. Mark NA if deal is prior to 2013.