

TPA - Tax Credit Only GP

DEVELOPMENT NAME _____ MHDC # _____

OWNER _____

CURRENT GP _____ Owner Contact Name and Phone Number: _____

PROPOSED OWNER/GP _____

SEND TRANSFER DOCUMENTS TO: **Submit Items (as individual documents/PDFs) to TPA@mhdc.com, or on a recordable CD:**
Legal Department/Attn: TPAs
920 Main
Suite 1400
Kansas City, Missouri 64105

Documents received by MHDC:

- _____ 1 Application (MHDC Form #TPA01) submitted with fee
 - _____ 2 Assumption Agreement (in recordable form)
 - _____ 3 Ownership Documents
 - A Ownership Entity
 - _____ Proposed amendment to the Partnership Agreement or Operating Agreement with Exhibits
 - _____ For limited partnership, Amendment to Certificate of Limited Partnership
 - _____ Missouri Certificate of Good Standing (dated within 30 days of transfer) (Dated _____)
 - B Incoming General Partner/Manager or Member
 - _____ 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 _____)
 - C Organizational Documents for every tier of the general partner or member entity that is not a natural person, if applicable
 - _____ 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 _____)
 - _____ 4 Resume of incoming owner, general partner/manager/member
 - _____ 6 Exhibit G (Change of Ownership/Interests)(**Must be notarized - electronic submission accepted.**)
 - _____ 7 Exhibit J (Authorized Representative Designation) (**Must be notarized - electronic submission accepted.**)
 - _____ 8 Exhibit L (Property Information Sheet)
 - _____ 9 FIN 105 (Experience Summary)
 - _____ 10 Evidence from HUD of 2530 approval for new owner and management agent, if applicable.
 - _____ 11 If applicable, noncompliance corrected, or plan for correction submitted
 - _____ 12 If management agent is changing, submit:
 - _____ a Exhibit A-2 (**Must be notarized - electronic submission accepted.**)
 - _____ b Affirmative Fair Housing Marketing Plan (**Must be signed - electronic submission accepted.**)
 - _____ c Exhibit J-1 Management Authorized Representative Designation (**Must be notarized - electronic submission accepted.**)
- If the management company is new to MHDC, see certified management agent process at www.mhdc.com**
- _____ d New management company certified, if applicable.
- Post transfer documentation:**
- _____ 13 Executed amendment to the partnership agreement/operating agreement with exhibits
 - _____ 14 Recorded Assumption Agreement in form submitted

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