

TPA (FULL)

DEVELOPMENT NAME _____ MHDC # _____
CURRENT OWNER _____
PROPOSED OWNER _____
OWNER CONTACT NAME AND PHONE NO _____

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

SEND TRANSFER DOCUMENTS TO:

Documents received by MHDC:

- 1 Application (MHDC Form #TPA01) submitted with fee
2 Proposed Deed in recordable format with legal description
3 Contract for Sale (Real Estate Contract). Include any amendments.
4 Assumption Agreement
5 Bill of Sale
6 Evidence from title company that the MHDC lien will remain in 1st position after the sale has been consummated
7 Pro forma date down endorsement from title company which does not reflect any additional encumbrances or title exceptions
8 Financial Statement of the Purchaser. 3 years audited financials of key principals.
9 Credit Check Authorization Form
10 W-9 for Purchaser
11 Exhibit G (Change of Ownership/Interests) (Must be notarized - electronic submission accepted)
12 Exhibit J (Authorized Representative Designation) (Must be notarized - electronic submission accepted.)
13 Exhibit L (Property Information Sheet)
14 FIN 105 (Experience Summary)
15 FIN 116 (Credit Summary)
16 Seller/Purchaser Affidavit (Sworn statement that the sales contract recites all of the consideration moving to the seller or any person identified therewith)
17 Resume of incoming general partner
18 Resume of the management agent
19 Exhibit A-2 (Must be notarized - electronic submission accepted.)
20 Affirmative Fair Housing Marketing Plan (Must be signed - electronic submission accepted).
If management agent is changing, submit:
21 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
New management company certified, if applicable.
22 Organizational documents of the Purchaser (This must show the authority of the Purchaser to enter into the transaction, evidence the fact that the Purchaser is a single asset, single purpose entity, and that to the extent there is any inconsistency between the organization documents and the Regulatory and Use Agreements, the Regulatory and Use Agreements prevail)
A Ownership Entity (Domestic Missouri entity)
Partnership/Operating Agreement with Exhibits
MO Certificate of Limited Partnership or other MO formation documents
MO Certificate of Good Standing (dated within 30 days of transfer) (Dated ____)
B General Partner (LLC/corporation)
Articles of Organization or Articles of Incorporation
Operating Agreement or By-laws
Certificate of Organization or Certificate of Incorporation. Must be registered to do business in MO.
MO Certificate of Good Standing (dated within 30 days of transfer) (Dated ____)
23 Statement regarding the physical and financial needs of the project, if any
24 UCC3 Amendment
25 Evidence from HUD of 2530 approval for new owner and management agent, if applicable
26 If applicable, noncompliance corrected, or plan for correction submitted
Post transfer documentation:
27 Record Deed in form submitted
28 Record Assumption Agreement in form submitted
29 Original Executed date down endorsement
30 If USB or other participation loan, notify lender as applicable.

MHDC APPROVALS

Table with 7 columns: Legal, Arch, Mtg Credit, Tax Credit, Asset Mgmt, Envir, RP/UW. The table contains a grid for tracking approvals across the 30 items listed on the left.

For internal use only:

Legal _____
Mortgage Credit _____
Asset Management _____

Date _____
Date _____
Date _____