1. **ALABAMA HOUSING FINANCE AUTHORITY** **NOTICE OF INTENT TO TRANSFER OWNERSHIP**

To be completed prior to transfer of title, change in partnership name, corporate name or status. The final transfer documentation will be supplied after closing (see Section VI). The AHFA-provided Transfer of Ownership forms are located at http://www.ahfa.com/multifamily/asset_management/transfer_of_ownership.aspx.

I. AHFA ☐ Housing Credit ☐ HOME ☐ MultiFamily Bond Project (check all that apply)

Project Name:	Project #:		
Project Address:			
Legal name of current project owner (ownership entity):			
Contact person:	Contact email:	Contact phone:	
Was this project awarded Housing Credits from the Non-Profit set-aside?		☐ Yes	☐ No
Was this project awarded HOME funds from the CHDO set-aside?		☐ Yes	☐ No

II. INDICATE TYPE OF CHANGE AND DATE:

☐ Change in Owner Name/Status (Entity Type) ☐ Sale of Property ☐ Transfer of Partnership Interest	Expiration Date of Contract for Deed:
Date of Purchase Agreement:	☐Anticipated Closing Date ☐Actual Closing Date:
Describe in detail the proposed transfer: _____	

III. LIST ALL PRE-TRANSFER PARTNERS / MEMBERS / ENTITIES / INDIVIDUALS:

CURRENT	PERCENTAGE (%) of OWNERSHIP

IV. NEW OR UPDATED OWNER CONTACT INFORMATION:

Name:	Contact person:	
Address:	Contact email:	Contact phone:

V. ATTACH ALL DOCUMENTATION THAT APPLIES

For transfer of ownership and for change in partnership name/status provide the following documentation:

- ☐ 1. Notice of Intent to Transfer Ownership
- ☐ 2. Ownership Forms (2 a-f, Applicable Forms Only)
- ☐ 3. Current/Proposed Ownership Flow Chart
- ☐ 4. Executed Copy of (provide one)
  - A. Amended or new partnership agreement; or
  - B. Articles of Incorporation and By-Laws; or
  - C. LLP/LLC Organizational Documents.
- ☐ 5. Signed statement from the Lender indicating Lender Approval of the transfer.
- ☐ 6. Signed statement from the Investor indicating Investor Approval of the transfer.
- ☐ 7. $2500 Transfer of Ownership fee.
- ☐ 8. Other items requested by AHFA due to the nature of the transaction.
- ☐ 9. Written consent by the Trustee and other documentation and fees requested by AHFA for Multifamily Bond transfers.

VI. ADDITIONAL SUBMISIONS DUE WITHIN 30 DAYS OF TRANSFER OF OWNERSHIP:

AHFA records will not reflect transfers until the following applicable information is provided:

	N/A	
☐	☐	1. Executed copy of the purchase agreement.
☐	☐	2. Executed copy of the assignment & assumption agreement.
☐	☐	3. Executed copy of the recorded contract for deed or warranty deed transferring the benefits and burdens of ownership of the buildings to the purchaser, or Title Policy indicating ownership.
☐	☐	4. Other transfer of ownership documents (list):_____

VII. TRANSFERRING OWNER/PARTNER:

_____
Name of Transferring Entity

By: _____
(Signature)

_____
Name of Signatory

Its:_____
Role of Signatory

Date: _____

VIII. NEW OWNER/PARTNER:

_____
Name of New Entity

By:_____
(Signature)

_____
Name of Signatory

Its:_____
Role of Signatory

Date: _____

For instructions on transferring the Investor Limited Partner, please refer to the following AHFA website link:
http://www.ahfa.com/multifamily/asset_management/transfer_of_limited_partnership_interest.aspx

For instructions on transferring the management company, please refer to the following AHFA website link:
http://www.ahfa.com/multifamily/compliance/transfer_of_management.aspx

PLEASE FORWARD THIS INFORMATION TO:

ALABAMA HOUSING FINANCE AUTHORITY
ATTN: GENE GANT
PO BOX 242967
MONTGOMERY, AL 36124-2967

AHFA USE ONLY

☐ Debarred Search Completed ☐ Not Applicable

Request Processed by:_____ _____
Staff Name Date

Housing Credit Approval

_____ _____
Barbara G. Wallace, Multifamily Manager Date

HOME Approval

_____ _____
Jeff Little, Multifamily Underwriting Manager Date