



HOUSING TAX CREDIT PROGRAM
NOTICE OF INTENT TO TRANSFER OWNERSHIP,
OR CHANGE OWNER NAME OR STATUS

To be completed prior to transfer of title, change in partnership name, corporate name or status. Final documentation to be supplied after closing.

Project Name: _____ Project HTC #: _____

Legal name of project owner or ownership entity to whom credits were allocated:

Legal name of current project owner or ownership entity (if different than above):

Current Owner Federal Tax ID #: _____

Contact person name and phone #: _____

Indicate Type of Change and Date:

- | | |
|---|--|
| _____ Change in Owner Name/Status (Entity Type) | _____ Date of Purchase Agreement |
| _____ Sale of Property | _____ Expiration date of Contract for deed |
| _____ Transfer of Partnership Interest | _____ Anticipated/Actual closing date |

New or Updated Owner Information

Name: _____ Tax ID #: _____

Address _____

Contact person name & phone number: _____

List all partners:

Name	Percentage of Ownership	Tax ID or SSN
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____

New or Updated Management Information

Name of Management Co.: _____

Tax ID #: _____

Address of Management Co.: _____

Contact person name & phone number: _____

Attached is the following documentation (Attach all that apply.):

For transfer of ownership and for change in partnership name/status

- _____ Copy of the amended or new partnership agreement; or
- _____ Copy of the Articles of Incorporation and By-Laws; or
- _____ Copy of the LLP/LLC Organizational Documents; and
- _____ Copy of the Certificate of Good Standing from the Minnesota Secretary of State no older than 90 days from the date of this notice, if applicable; and
- _____ Attorney opinion letter in form and substance similar to the attached form.

Additional submissions for transfer of ownership

- _____ Copy of the purchase agreement
- _____ 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
- _____ Copy of the closing statement showing the sources and uses of funding

Additional submissions for transfers prior to placed in service date

- _____ Revised HTC-1 with changes highlighted, dated and initialed
- _____ An executed Housing Tax Credit Program Transfer Agreement (HTC 20). Required for any project that does not yet have IRS Form(s) 8609 issued.
- _____ A written statement signed by the owner under penalty of perjury that the buildings have not been placed in service within the meaning of Section 42(d)(2)(B).

For transfers within 5 years of placed in service date

- _____ A \$2,500 transfer fee.

For transfers after year 15

- _____ An executed Housing Tax Credit Transfer Agreement (In Extended Use Period) in form and substance similar to the attached form.

Minnesota Housing reserves tax credits to the partnership and general partners. Reservations are not transferable. Any change in partner status requires Minnesota Housing notification.

Transferring Owner/Partner:

New Owner/Partner:

Print Name of Transferring Entity

Print Name of New Entity

By: _____

By: _____

Its: _____

Its: _____

Print name of person signing

Print name of person signing

Date: _____

Date: _____

