



Application for Change of Project Ownership

1. APPLICANT INFORMATION

Application Date		
Date Response Requested (Please allow 4 – 6 weeks)		
Borrower Legal Name	Name	
	Address	
	Contact Person & Title	
	Contact's Email	
	Contact's Phone #	
Property Name/Address		
Assessor's Parcel Number (APN)		
Loan Number(s)		
Other contact name/phone (optional):		



2. REQUIRED INFORMATION

REQUIRED

- Change of Ownership Request Fee; please refer to current Fee Schedule at www.srcity.org

DOCUMENTS REQUIRED

- Owner Transfer Request Letter; Include reason for request, description of transfer, existing and proposed ownership structure
- Buyout Sources and Uses*
- TCAC, CalHFA or Other Lender approval of change or transfer*
- Proposed Agreement to transfer partnership interest(s)
- Proposed Documentation showing assignment and assumption of partner interests
- Proposed partnership agreement(s)*
- Post-transfer indemnification agreement*
- Copy of Articles of Incorporation, By-Laws, or Partnership Agreement
- Resolution from applicant’s governing body authorizing change of ownership structure
- Resolution from applicant’s governing body authorizing formation of limited partnership*
- Preliminary Title Report dated within past six months
- Management Company information and list of references*
- Current financial statement(s)
- Proposed annual operating budget
- Results of any TCAC inspections*
- Other relevant documentation (describe):

*If applicable



3. CERTIFICATION

Authorized signature _____ Date _____

Print name: _____

Title: _____

Authorized signature _____ Date _____

Print name: _____

Title: _____

Please submit application with all required documents to:

City of Santa Rosa Department of Housing & Community Services

ATTN: Housing Trust

90 Santa Rosa Avenue

Santa Rosa, CA 95404