

South Carolina State Housing Finance and Development Authority - Asset Management
300-C Outlet Pointe Blvd, Columbia, South Carolina 29210

Application to Request Transfer of Partnership Interest or Ownership

Development Name: _____ Development Number: _____

Placed in Service Date: _____ Date of Submission: _____

Current Owner/Partnership Information

Name	%Own	Tax ID

Contact Person Name: _____ Contact #: _____

Contact Email: _____

What is the purpose of the change in ownership structure?

Please list all SCSHFDA Loans for the project:

Loan Number	Source	Type	Maturity Date

New or Updated Owner/Partnership Information

Name	%Own	Tax ID

Contact Person Name: _____ Contact #: _____

Contact Email: _____

If the property is changing management companies:

New Management Company: _____ Tax ID: _____

Contact Person Name: _____ Contact #: _____

Contact Email: _____

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Development Name: _____ Development Number: _____

Requestor Information

Person Completing Request: _____ Phone#: _____

Email: _____

Affiliation with Current Owner: _____

Documentation

Please provide the following documentation either request:

- Current Organization Chart – Including entities/individuals and % ownership.
- Proposed Organization Chart – Including entities/individuals and % ownership
- Documentation of experience for new partner or owner
- Documentation of experience for new management company (if applicable).
- Most current audited financials for the new partner or owner
- Three (3) years of financial information by submitting financial statements and completing the Excel template on SC Housing's Asset Management page.

Please provide the following documentation for partnership changes:

- Amended or new Partnership Agreement; OR
- Transfer and Transition Agreement
- Certificate of Good Standing from the SC Secretary of State no older than 90 days from the date of this notice
- Required Fee:** A \$500 transfer fee. If the fee is paid by wire, an additional \$35 must be added to the fee

Please provide the following documentation for transfer of ownership:

- Assignment and assumption agreement
- Purchase agreement
- Resolutions from both the original borrower and the new entity concerning the transfer and assumption of debt
- Required Fee:** A \$1,500 transfer fee. If the fee is paid by wire, an additional \$35 must be added to the fee

Please provide the following documentation post approval:

- Recorded contract for deed or warranty deed
- Closing statement showing the sources and uses of funding

The execution and delivery of this form has been duly authorized by all necessary corporate action and, to the best of Borrower's knowledge, will not cause a default under or conflict with any other agreement. Owner understands and agrees that the changes described herein must:

- 1) Comply with the applicable Qualified Allocation Plan and
- 2) Not materially change the experience level described in the Project application under which credits were awarded, unless variations from either or both are approved by SCSHFDA.