

Notice of Intent to Transfer Ownership

Project Name:	CalHFA #
Project Address:	City, State, Zip:
Date of Purchase Agreement:	
Type of Transfer: (Sale, Change in Owner Name, New General Partner, New Limited Partner, New Member)	

Current Ownership Structure

List ALL Partners, Members, Entities, Individuals	Percentage of Ownership

Proposed Ownership Structure

List ALL Partners, Members, Entities, Individuals	Percentage of Ownership

Contact Information

Borrower	Incoming Entity	Departing Entity
Contact Person:	Contact Person:	Contact Person:
Title:	Title:	Title:
Organization:	Organization:	Organization:
Telephone No:	Telephone No:	Telephone No.
Mailing Address:	Mailing Address:	Mailing Address:
Email:	Email:	Email:

Transaction Details

Anticipated Closing Date for Transaction:

Please note CalHFA is under no obligation to meet the Closing Date provided.

Describe in detail the proposed transaction (attach additional pages if necessary):

Attach the following documentation concerning the transaction:

- Executed/Draft Purchase and Sale Agreement (or equivalent)
- A preliminary report (with hyperlinks) prepared within the last 90 days
- A flow-chart diagramming the current ownership structure of the Borrowing Entity
- A flow-chart diagramming the proposed ownership structure of the Borrowing Entity
- If applicable, evidence of submission to HUD of HUD Form 2530 – Previous Participation Clearance
- If applicable, Pro forma, Appraisal and Copy of Draft Loan Documents
- If applicable, Executed Term Sheet from 3rd Party Lender

Note - CalHFA will not begin processing the TPA Request until all of the above documentation is provided, and the Borrower is in full compliance with the CalHFA Loan Documents.

Please forward a completed copy of this form and all required attachments to the Asset Manager for the project.