



NOTICE OF INTENT TO TRANSFER OWNERSHIP
COMMUNITY HOUSING AND GRANTS MANAGEMENT DIVISION
SFN 59468 (08/24)

This Notice of Intent to Transfer Ownership is to be submitted to NDHFA **PRIOR TO** transfer of title, change in partnership name, corporate name or status. **Transfer fee, as applicable, is due when this Notice is submitted.** See second page for details. All other Required Final Documentation is to be supplied to NDHFA after closing.

CURRENT OWNER/PROJECT INFORMATION

Current Project Name		Project ID Number	
Legal name of current project owner or ownership entity (if different than above)			
Current Owner Federal Tax ID Number		Contact Person	Telephone Number

INDICATE TYPE OF CHANGE AND DATE

<input type="checkbox"/> Change in Owner Name/Status (Entity Type)		<input type="checkbox"/> Change in Project Name	
<input type="checkbox"/> Sale of Property		<input type="checkbox"/> Transfer of Partnership Interest	
Date of Purchase Agreement	Anticipated/Actual Closing Date	Expiration Date of Purchase Agreement	

NEW OR UPDATED OWNER/PROJECT INFORMATION

Name		Tax ID Number		
Address		City	State	ZIP Code
Contact Person	Telephone Number		Email Address	

LIST ALL PARTNERS (Attach additional sheets if necessary.)

Name	Percentage of Ownership	Tax ID or SSN ¹

NEW OR UPDATED MANAGEMENT INFORMATION

Complete SFN 52845 Designation of Authorized Representative if there is a management change.

Name of Management Company		Tax ID Number		
Address		City	State	ZIP Code
Contact Person	Telephone Number		Email Address	

☐ The undersigned hereby certify that the Transferring Owner/Partner has provided, and the New Owner/Partner has received, read, understands, and agrees to comply with, for the remainder of the compliance and extended use periods, the Declaration of Land User Restriction Covenants running with the real property of the project referenced above, and all applicable requirements thereof.

TRANSFERRING OWNER/PARTNER

Printed Name of Transferring Entity
By
Printed Name of Person Signing
Date

NEW OWNER/PARTNER

Printed Name of New Entity
By
Printed Name of Person Signing
Date

REQUIRED FINAL DOCUMENTATION

For Changes in Partnership Status of Ownership Entity (No fee)

- | |
|--|
| <input type="checkbox"/> Copy of amended of new partnership agreement |
| <input type="checkbox"/> Copy of the Articles of Incorporation and By-Laws |
| <input type="checkbox"/> Copy of the LLP/LLC Organizational Documents |

For Transfers of Ownership (Sale of the Project)

All the above documents plus:

- | |
|--|
| <input type="checkbox"/> Copy of the Purchase Agreements |
| <input type="checkbox"/> Copy of the recorded Warranty Deed |
| <input type="checkbox"/> Copy of the closing settlement statements |
| <input type="checkbox"/> \$5,000 fee within 5 years of placed in service date. |
| <input type="checkbox"/> \$500 fee after 5 years of placed in service date. |

One half of the fee will be refunded if NDHFA receives all paperwork in a timely manner.

¹ In compliance with the Federal Privacy Act of 1974, the disclosure of the individual's social security number on this form is mandatory pursuant to North Dakota Century Code 43-50-02. The individual's social security number is used for identification purposes and the national database to determine eligibility for licensure and detect violations of law or regulations. Penalty for the applicant not including the Social Security Number on their application will cause the application to not be processed.