



REQUEST FOR CHANGE IN OWNERSHIP AND/OR MANAGEMENT AGENT

Please complete all sections that apply and return this form and any supporting documents to:
PAMD.Compliance@dc.gov

Section I: Property Information

Property Name:	Property Address
Property #	DCB Number

Check all that apply:

- HPTF LIHTC 9% HOME PSH Housing Recovery Housing Program (RHP)
 NHT LIHTC 4% CDBG Seniors Housing HOPWA
 Other _____ LIHTC EUP

Effective Date of Last Utility Allowance Schedule _____

Effective Date of Last Rent Increase _____

Section II: Property Owner Information

Is there an Ownership Change? Yes <input type="checkbox"/> No <input type="checkbox"/>	If yes, complete both sides of Section II. If no, complete current ownership side only and skip to Section III.
Effective Date: _____	
Current Ownership Name:	New Ownership Name:
Current Ownership Contact Name and Title: Title:	New Ownership Contact Name and Title: Title:
Current Ownership Address:	New Ownership Address:
Current Ownership Phone Number:	New Ownership Phone Number:
Current Ownership Email:	New Ownership Email:

Section III: Management Agent Change

Is there a Management Agent Change? Yes <input type="checkbox"/> No <input type="checkbox"/> Effective Date: _____	If yes, complete both sides of Section III. If no, complete current management agent side only and skip to Section IV.
Current Management Agent Name:	New Management Agent Name:
Current Management Agent Contact Name and Title: Title:	New Management Agent Contact Name and Title: Title:
Current Management Agent Address:	New Management Agent Address:
Current Management Agent Phone Number:	New Management Agent Phone Number:
Current Management Agent Email:	New Management Agent Email:

In connection with the change of the property management for the Property, Owner certifies to DHCD that each of the following statements is true and complete:

1. **A fully-executed copy of the new Management Agreement is attached to this Certification as Exhibit A.**
2. New Property Management Company is affiliated with Borrower Yes No

If yes, explain:

Each Owner and Property Management Company acknowledges that DC DHCD does not endorse or provide blanket approvals of any property management company for any purpose. Each of Owner and Property Management Company has conducted its own due diligence with respect, as applicable, to the suitability of Property Management Company to manage the Property and the commercial reasonableness of the terms of the Management Agreement.

Each Owner and Property Manager has executed this Certification as of the dates indicated below.

Owner	Property Management Company
Owner Name:	Property Management Company Name:
Authorized Signature:	Authorized Signature:
Print Name:	Print Name:
Title:	Title:
Date:	Date: