

TARGETED TRANSFER DATE:

LIHTC Number: MS-

Dev. Name: (Insert name of development on record with the MHC)

Dev. Address:

Account for a minimum 45-day processing period to commence on the date of qualified acceptance as determined by MHC.

MS Home Corporation

BUILDING DISPOSITION/TRANSFER (BY OWNER) CHECKLIST

IMPORTANT NOTE: MHCs review of a disposition request will **NOT** commence until receipt of a complete Disposition Packet, inclusive of all applicable attachments/reports. The DISPOSITION Request must be packaged SEPARATELY, by property, and organized by section in accordance with this Checklist.

PART I. SELLER OWNERSHIP DOCUMENTS - to be completed, prepared & remitted by the Seller

[Link to the Applicable MHC Form](#)

Attached?		
1		Cover Letter (detailing the parties to contract/terms and reason of sale)
2		Notice of Property Transfer Form
3		Schematic - with the name and % of ownership of key principals listed
4		Purchase and Sale Agreement (EXECUTED Copy) - must reference Sec. 42 regulatory commitments
5		Fee Payment (refer to the Compliance Monitoring Plan for applicable fee rate)
6		Written approval from ILP/SLP/LP of Proposed Sales Transaction
7		Copy of Recorded LURA
8		Copy of LPA, including all amendments/assumptions, etc.

[Microsoft Word - Property Transfer Form.doc \(archivemhc.com\)](#)

PART II. CURRENT MANAGEMENT CO. - to be completed, prepared & remitted by the Seller

[Link to the Applicable MHC Form](#)

1		Notice of GP/LLC/Property Management Change Form
2		All - Clear Compliance Verification Letter (Note: Developments listed in portfolio must have an overall favorable compliance status before an approval can be granted.)

[Notice of GP-LLC-Mgmt Change.pdf \(archivemhc.com\)](#)

[Compliance Verification Request Form.pdf \(archivemhc.com\)](#)

PART III. PURCHASER OWNERSHIP DOCUMENTS - to be completed, prepared & remitted by the Purchaser

[Link to the Applicable MHC Form](#)

1		Schematic - with the name and % of ownership of key principals listed
2		Buyer's Formation and Governance Documents - Formation State
3		Buyer's Limited Liability Co. (Operating) Agreement - executed
4		Buyer's Tax ID Number and IRS SS-4 letter
5		Evidence of Buyer's Registration to Conduct business in MS
6		*****Out-of-State Purchasers***** Formation documents for the owner and general partner entities which bear the committal stamp of the Mississippi Secretary of State MUST BE submitted at the time of request. For entities that are not formed in Mississippi, the formation documents and a Certificate to do Business in the State of Mississippi must be submitted.
6a		Current Certificate of Existence/Authorization from foreign state of formation
6b		Owner evidence of state residency (MS)
7		Evidence of Good Standing to Conduct business in MS - dated within 30 days of request
8		Executed Resolutions authorizing the Transaction & Signatory Authority
9		Proof of Financial Solvency of Equity Borrower
10		Assignment & Assumption of LURA/Section 42 Memorandum - drafted
11		Articles of Organization/Resolutions/Etc.
		OTHER: _____

IV. NEW MANAGEMENT CO.: if applicable - to be completed, prepared & remitted by the Purchaser

[Link to the Applicable MHC Form](#)

1		Property Management Contract/Agreement - drafted
2		Notice of Property Management Change Form
3		New Property Management Co. Resume
4		List of LIHTC Properties Managed w/no. units managed
5		Evidence of MHC LIHTC Compliance Training (w/in last 3 yrs)
6		IRS SS-4 letter
7		Evidence of Property Management Co.'s authorization to conduct business in MS
8		Evidence of Good Standing to Conduct business in MS - dated within 30 days of request
9		All - Clear Compliance Verification Letter - New Mgmt Co.
10		All - Clear Outstanding Fees owed to Corporation

[Notice of GP-LLC-Mgmt Change.pdf](#)

[Compliance Verification Request Form.pdf](#)

In accordance with Section 708 (b)(1)(B) of the IRC, a partnership is considered 'terminated' if there is a sale or exchange of 50 percent or more of the partnerships interest within a 12-month period. To the same, the IRS will be notified of the event on IRS Form 8823 Report of Noncompliance & Building Disposition.

REMIT DISPOSITION PACKET TO:

compliance.disposition@mshc.com

MS HOME CORPORATION

Attn. Compliance Department

Mississippi Home Corporation
(rev. 02/2024)