

Summary

Property Transfers

An Owner may not sell a property or transfer its interest in a bond property without prior notice to the Commission and prior written consent by the Commission. This also applies to changes in the general partner of a partnership owning a property, or the managing member if a limited liability company is the Owner. The Commission will require information on the prospective new Owner to ensure it is validly assuming the obligations under the Regulatory Agreement, and that the new Owner is aware of all the existing commitments regarding the low-income use of the property. A fee is assessed for processing the transfer request. To initiate a transfer consent, contact the Portfolio Analyst assigned to your property.

The following information is being provided to assist you in understanding the Commission’s role and requirements for property transfers or assignments.

The Owner should consult their legal counsel and/or tax advisor about the effect of a Property Transfer or Assignment.

For Qualified Nonprofit Entities

If bonds were issued to a 501(c)(3) nonprofit organization for a property, this property must be sold to another 501(c)(3) nonprofit organization that has a similar housing mission.

**Types of
Transfers or
Assignments
Requiring
Commission
Consent**

A Property Transfer or Assignment means any direct or indirect sale, contribution, assignment, lease, exchange, or transfer of, or other change in:

1. An interest in the Land, the Property, or any Building;
2. An Ownership interest in the Property;
3. The rights, title, or interest of the Owner in any agreement in which the Commission and the Owner are parties.

Property Transfers or Assignments requiring written consent of the Commission generally fall into one of the two categories listed below (these two categories are not intended to describe all Property Transfers or Assignments that require the prior written consent of the Commission):

1. A change in an interest in the Land, the Property, or a Building or in the Owner's Property and Ownership rights.
2. A change in certain Ownership interests in the entity that owns all or a portion of the Property.

The typical types of changes in Ownership interests in these entities are related to the addition, removal or withdrawal of persons having a Restricted Ownership Interest in the Property. These include:

- Change in the structure of Limited Partnerships, Limited Liability Companies, Joint Ventures, or General Partnerships related to the actions of individuals.
- Collaterally, changes in Closely Held Corporations pertaining to the issuance, redemption or transfer of stock or shares.

Only a few specific types of Property Transfers or Assignments do not require the prior written consent of the Commission:

- To lease or rent Housing Units to Residents for their use as contemplated in the Bond Program;
- For any other incidental use, to the extent permissible under all applicable federal, state, and local laws and regulations;
- To grant a security interest or lien junior to the interest of the Commission;
- For a sale or transfer of, or change in, the interest of a Limited Partner (including the addition, removal, or withdrawal of a Limited Partner);
- In the case of a Limited Liability Company that has a Managing Member; for a sale or transfer of, or change in, the interest of a Company Manager who is not a Company Member or a Company Member who is not a Managing Member (including the addition, removal, or withdrawal of such Company Manager or Company Member); or

Transfers to Owners with No Previous Bond Experience

- For the issuance, redemption, or transfer of stock or shares of a corporation that is not a Closely Held Corporation.

The complexity of the Bond program requires that property owners and management companies have experience with the program in order to properly run bond properties.

All proposed owners and property management companies unknown to the Commission will be required to complete a Capacity Certification form which describes how the owner/management company is qualified to run a bond property.

The Commission reserves the right to withhold approval for any transfer where the owner's or management company's Capacity Certification indicates a clear lack of bond experience. For such transfers to be approved, the Commission will require that, at minimum, the new Owner execute a contract with a Commission-approved property management company prior to the Commission's written approval of the transfer.

Conditions and Consent

The Commission will consent to a proposed Property Transfer or Assignment only if it is determined that:

1. The Transferee and/or any Related Party is not in arrears on the payment of any fees due to the Commission or in default under a Regulatory Agreement or Extended Use Agreement for any Property;
2. The Transferee and/or any Related Party has not engaged in or allowed instances of Noncompliance with the provisions of any Regulatory Agreement, Extended Use Agreement, the Bond Program, or Section 42 of the Code;
3. The property is in compliance for the most recent reporting period;
4. Evidence that the Transferee *and* the Transferee's property management representative have attended, within the past year or will attend within the next 90 days, a Commission Bond Compliance Training Workshop;
5. The Owner has satisfied all other reasonable requirements communicated to the Owner by the Commission.

If removal and replacement of Partner/Member do not occur simultaneously

Note: The Commission will, **in its sole discretion**, accept written notice of the removal of a General Partner in a Partnership, Managing and Administrative Members in a Limited Liability Company or Partners in a Partnership and the payment of the \$1,500 transfer fee, in lieu of the documentation above, if the removal and replacement of such entity do not occur simultaneously. The replacement of the entity **and the submission of the documentation listed elsewhere in this chapter** must occur within six months of the removal or an additional \$1,500 transfer fee will be assessed.

Any Property Transfer or Assignment made without the Commission's prior written consent (unless otherwise expressly permitted) or otherwise in violation of the requirements or provisions of the Regulatory Agreement, or the Bond Program will be:

1. Ineffective to relieve or release the Transferor, the Land, the Property, and/or any Building from the obligations and provisions of the *Policies*, the Regulatory Agreement, and/or the Bond Program;
2. Considered an event of default under the Application, the Regulatory Agreement, and the Bond Program, allowing the Commission to exercise any or all available remedies.

The indemnity and hold-harmless provisions of the Regulatory Agreement or any other Bond Program agreement by the Owner and/or a successor in interest will survive the ending of such parties' interest in the Property and will continue to be a personal obligation of such party.

Fees

Commission Processing Fees to review and approve transfers are as follows:

- ◆ For complete Ownership changes and/or sale of a property to a new individual, partnership or limited liability company: Fee is \$3,162.00 due with transfer approval request.
 - If transaction fails to close, one half of this fee will be refunded.
- ◆ For changes to the General Partner(s) in a Limited Partnership; changes to the Members or Managing Members in a Limited Liability Company or changes to the Partners in a Partnership: Fee is \$1,500 due with transfer approval request.**

**Timeframe and
Completeness**

*** Administrative fees increase periodically as inflation costs rise. Contact your Portfolio Analyst for the exact fee.*

For the Commission to consider the Owners request, the Owner must satisfy each of the following requirements **at least 45 days before** the proposed effective date of the Property Transfer or Assignment:

1. Pay to the Commission the applicable Transfer Fee for each Property Transfer or Assignment
2. Fully and accurately complete and return **all** of the forms, documents, and other information required in these Transfer Instructions or in writing by the Commission staff.

The Commission will review the Owner's completed Transfer Packet. The Commission may determine that additional information is necessary in order to consider the Owner's request or that the Commission's consent must be conditioned upon certain events, facts, or requirements. Commission staff will follow up with the Owner to ensure all requirements are met. Once all requirements are met, the Commission will execute a Transfer Agreement which must be signed by the Commission's Executive Director and by the proposed buyer. This Agreement is then recorded against the property after both parties have signed.

The Commission makes no guarantee and provides no assurance that it can execute the Transfer Agreement by the Owner's closing date if the required fee and correct documentation are not received by the Commission at least 45 days prior to the closing date.

Additionally, any transfer requests received on or after November 15th of any year will not be completed until after January 1st of the following year.

**Owner Cover
Letter**

The first step in obtaining the Commission's written consent is to advise the Commission staff in writing of the Owner's proposed Property Transfer or Assignment. In a cover letter, the Owner should describe:

1. The name of the Property;

**Documentation
Required for
Sale of
Property**

2. The names of the current Owner(s), the proposed Transferor and Transferee, and all other relevant parties;
 3. A complete description of the proposed Property Transfer or Assignment including the purpose of transfer, the proposed effective date; and
 4. Any special circumstances related to the proposed Property Transfer or Assignment.
 5. For changes to the General Partner, Managing Member or Partners, a description of the new roles and responsibilities.
1. Written cover letter explaining the transfer as noted above.
 2. Schematic showing Ownership before and after proposed transfer.
 3. Complete *Owner Request for Commission Approval, Summary of Transfer (Sale of Property)* form attached on Compliance website.
 4. A check for the \$3,162.00 transfer fee.
 5. A copy of the preliminary title report **showing the correct names of the proposed insured and property street address.**
 6. IRS letter or *IRS Form SS-4* assigning taxpayer identification number.
 7. *Financial Solvency and Litigation Form.*
 8. *Legal Counsel and Professional Representative Form.*
 9. Copy of the proposed management contract and resume of the management company including a list of all properties currently managed (a signed copy of management contract will be due at closing).
 10. Final copy of the Purchase and Sale Agreement.
 11. Proposed Ownership entity documentation as described below.

For Limited Partnerships

- Partnership Agreement
- Certificate of Limited Partnership with Secretary of State filing stamp from jurisdiction of formation
- Partnership Resolution pertaining to purchase, assumption of Regulatory Agreement, and signature authority
- Names of partners with their percentage of interest
- Entity documents for the general partner as required hereby depending on the entity type. (For example, if the general partner is a corporation, provide articles and bylaws of corporation.)
- Certificate of Existence/Authorization from [Washington Secretary of State \(http://www.secstate.wa.gov/corps/\)](http://www.secstate.wa.gov/corps/) (must be current; issued within 30 days)

For Corporations

- Articles of Incorporation (with Secretary of State filing stamp from jurisdiction of formation)
- Bylaws
- Corporate Resolution pertaining to purchase, assumption of Regulatory Agreement, and signature authority
- Certificate of Existence/Authorization from Washington Secretary of State (<http://www.secstate.wa.gov/corps/>) (must be current; issued within 30 days).

For Limited Liability Company

- Operating Agreement (or Limited Liability Agreement)
- Certificate of Formation with Secretary of State filing stamp from jurisdiction of formation

- Certificate of Existence/Authorization from Washington Secretary of State (<http://www.secstate.wa.gov/corps/>) (must be current; issued within 30 days)
- Names of members with percentage of interest
- Resolution pertaining to purchase, assumption of Regulatory Agreement, and signature authority

For Out-of-state Purchasers

For partnerships, corporations, and limited liability companies located outside the state of Washington the following additional documentation is required.

- A current Certificate of Existence/Authorization from the foreign state of formation is required (if issued in the state of formation)
- If the new Owner (individual(s), limited or general partnerships, corporations, or limited liability company) is a non-resident or not licensed to conduct business in Washington State, the Owner must have an agent who will act as property manager and said agent must be licensed to conduct business in Washington.

The following additional documentation is required for out-of-state purchasers, not licensed to conduct business in Washington who will be using management agents:

- A Certificate of Existence/Authorization (must be current; issued within 30days) for agent;
- A certification (in the form of a letter) from new Owner that they will always maintain an agent (or management company) which is licensed to conduct business in the state of Washington or become qualified to do business in the state of Washington themselves.

For Nonprofit Entities

If the property received bonds from the Qualified Nonprofit Set-Aside category, the transferee (new Owner) *must* provide documentation

**Documentation
Required for
Changes to
General Partner
or Managing
Member**

demonstrating they are a bona fide 501(c)(3) qualified nonprofit and that one of their principle purposes is to provide low-income housing.

1. Written cover letter explaining the transfer as noted above.
2. Schematic showing Ownership before and after proposed transfer.
3. Complete *Owner Request for Commission Approval, Summary of GP/Managing Member Change* form found on Compliance website.
4. LP approval of new General Partner.
5. A check for the \$1,500.00 transfer fee.
6. IRS letter or *IRS Form SS-4* assigning taxpayer identification number.
7. *Financial Solvency and Litigation Form* for new partner(s).
8. Copy of proposed management contract and resume of the management company including a list of all properties currently managed.
9. Certificate of Existence/Authorization from Washington Secretary of State (must be current within 30 days) for incoming partners.
10. Resolution pertaining to change/assumption of responsibilities and signature authority.
11. For any out of state General Partner, Managing Member or Partners, a certification (in the form of a letter) from the Owner that agent is licensed to conduct business in Washington State and that it will always maintain an agent (or management company) which is licensed to conduct business in the state.
12. Provide any other documentation requested by Portfolio Analyst, upon request.

Helpful Links:

Washington State Secretary of State

<http://www.secstate.wa.gov>

WSHFC Portfolio Analyst Assignment List

<http://www.wshfc.org/managers/Other/ProjectAssignemnts.html>

Attachments: *(See Website)*

<http://www.wshfc.org/managers/ManualBondIndex.htm>

- A. [Owner Request for Commission Approval –Summary of Transfer for Sale of Property](#) (DOC)
- B. [Owner Request for Commission Approval – Summary of GP/Managing Member Change](#) (DOC)
- C. [IRS Form SS - 4](#) Application for Employer Identification Number
Form available at: <http://www.irs.gov/app/picklist/list/formsInstructions.html>
- D. [Financial Solvency and Litigation Form](#) (PDF)
- E. [Legal Counsel and Professional Representative Form](#) (PDF)