

CHANGE OF BUSINESS RELATIONSHIP

MIXED FINANCING

(no Risk Share or MAP financing)

Project Name:				Telephon	e #:	MHFA	#:
Name of Responsible Party: H			E-Mail Address:		FAX#:		
THE SUBMISSION CANNOT BE PROCESSED UNTIL ALL THE REQUIRED ITEMS HAVE BEEN RECEIVED							
Effective Date of Change:							
Check Requested Changes Here	Actions requiring one or more of the following:	1199A	<u>Form</u> W-9	AFHMP	LEP Certification	Management Agreement	Contact Information Listing
v	New to Agency Portfolio	R	R	R	R	R	R
	Change of Ownership	R	R	R	R	R	R
	Change of Development Name	R	N/A	N/A	N/A	R	R
	Change of Management Agent	R	R	R	R	R	R
	Change of Bank and/or merger with new account	R	R	N/A	N/A	N/A	N/A

R = *Requiring Specific Form or Document* | *N*/*A* = *Not Applicable*

Based on your selection above, please E-mail the required documents to: COBR@masshousing.com

- Cover Letter: This correspondence, on your company's letterhead, should contain a narrative of your requested action (e.g., change of development name or Change of Management Agent, Change of ABA routing by Bank) and sent to MassHousing via E-mail to: COBR@massHousing.com.
- **Taxpayer Identification Number and Certification IRS Form W-9:** The W-9 form with the TIN is required and is used by MassHousing's Treasury and Loan Servicing Departments for reporting purposes (copies of the form are acceptable).
- Affirmation Fair Housing Marketing Plan (AFHMP) and Limited English Proficiency (LEP) Certification. An AFHMP and LEP certification is required for all new loans and any change in ownership or management agent (where MassHousing is the lender).
- **Management Agreement**: When a change of owner and/or management agent is proposed or there is a change of development name, please attach a copy of the Management Agreement executed by all parties as a PDF to the submission.
- Change of ABA routing by Bank: If your bank changes its routing number please send the checklist and include the old and new ABA routing numbers on your cover letter as a PDF to the <u>COBR@masshousing.com</u>
- **Contact Information Form**: Please complete this form (attached) to facilitate communication with all MassHousing Departments. (Please note: The Portal Administrator contact information is necessary to facilitate access to debt service and escrow billings.)

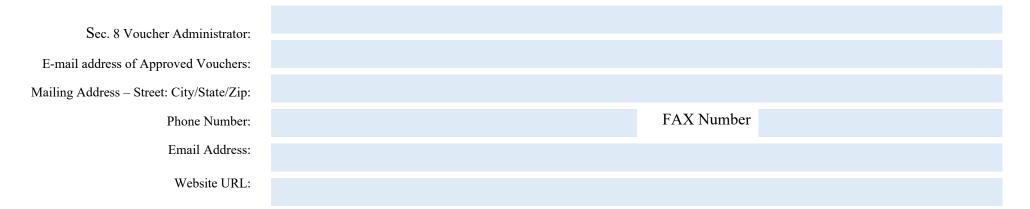
CHANGE OF BUSINESS RELATIONISHIP Business Relationship Contact Information Form

Development Name:			Request Date:	
HAP Contract #:			MH#:	
HUD FHA#:			Effective Date:	
HUD Risk Share #:	Asset Manager			
General Partner/Owner:				
Principal Contact Person:				
Mailing Address – Street:				
City/State/Zip:				
Phone Number:		FAX Number		
Email Address:				
Website URL:				
Management Agent:				
Principle Contact Person:				
Mailing Address – Street:				
City/State/Zip:				
Phone Number:		FAX Number		
Email Address:				
Website URL:				

CHANGE OF BUSINESS RELATIONISHIP

Regional Manager:		
Mailing Address – Street:		
City/State/Zip:		
Phone Number:	FA	AX Number
Email Address:		
Website URL:		
Site Manager:		
Mailing Address – Street:		
City/State/Zip:		
Phone Number:	FA	AX Number
I none i vanioer.		
Email Address:		
Email Address: Website URL:		
Email Address: Website URL: Portal Administrator		
Email Address: Website URL:		
Email Address: Website URL: Portal Administrator		
Email Address: Website URL: Portal Administrator Mailing Address – Street		FAX Number
Email Address: Website URL: Portal Administrator Mailing Address – Street City/State/Zip	: : : :	

CHANGE OF BUSINESS RELATIONISHIP MIXED FINANCING



Bedroom Type:	-BR	-BR	-BR	-BR	-BR	-BR
Number of Units:						
E=Elevator, W=Walkway, TH=Townhouse						
F=Family, E=Elderly, H=Handicapped						
Sec. 8 PB Units:						
Sec. 811 Units:						
Sec. 8 PBV:						
Sec. 8 EV:						
Workforce Housing:						
LIHTC:						
Market:						

For Quality Assurance Use Only						
Subsidy Q/A Received Date		Initial Here				