



WASHINGTON COUNTY

OREGON

Notice of Change in Ownership Compliance Monitoring

To be completed **prior** to transfer of title, change in partnership name, corporate name, or status. Final documentation will be required after OCD approval, if applicable.

Send completed form to:
Ann Hawkins – Housing and Community Development Specialist
Ann_Hawkins@co.washington.or.us

Property Name:	
Property Address:	
City and Zip:	

Indicate Type of Change and Effective Date:

Type of Change (check all that apply)	Effective Date	Comments
<input type="checkbox"/> Change in Ownership (Entity)		
<input type="checkbox"/> Change in Owner Contact		
<input type="checkbox"/> Property Sale		
<input type="checkbox"/> Transfer of Partnership Interest		
<input type="checkbox"/> Other:		

Ownership Entity

Description	Before Ownership Change	After Ownership Change
Ownership Entity Name		
Federal Tax ID #:		
Contact Name:		
Address:		
City, State, Zip:		
Phone #:		
Fax:		
Email:		

Contact Information if different from above:

Street Address:	
City, State, Zip:	
Phone #	
Fax:	
Email:	

List all partners:

Description	Before Ownership Change	After Ownership Change
Partner #1 Name		
Tax ID or SSN		
Type of Partner (GP, LP, or Other)		
Non-Profit Y/N		

Description	Before Ownership Change	After Ownership Change
% Of Ownership		
Partner #2 Name		
Tax ID or SSN		
Type of Partner (GP, LP, or Other)		
Non-Profit Y/N		
% Of Ownership		
Partner #3 Name		
Tax ID or SSN		
Type of Partner (GP, LP, or Other)		
Non-Profit Y/N		
% Of Ownership		

(Add additional sheets if needed)

Attach the following documentation (if applicable):

For transfer of ownership and for change in partnership name

- Copy of the amended or new partnership agreement; or
- Copy of the Articles of Incorporation and By-Laws; or
- Copy of the LLP/LLC Organizational Documents; and
- Copy of the Certificate of Good Standing from the Oregon Secretary of State no older than 90 days from the date of this notice, if applicable.

Additional submissions for transfer or change of ownership

- Copy of the purchase agreement
- Copy of the recorded contract for deed or warranty deed transferring the benefits and burdens of ownership of the buildings to the purchaser, or title policy indicating ownership

Any change in partner and/or ownership status requires OCD notification and approval.

Transferring Owner/Partner:

Signature of Authorized Representative: _____

Title: _____ Date: _____

Print name of person signing: _____

New Owner/Partner:

Signature of Authorized Representative: _____

Title: _____ Date: _____

Print name of person signing: _____