



U.S. Department of Housing and Urban Development
Office of Multifamily Housing
Region X Multifamily HUB

**SECTION 8 HOUSING ASSISTANCE PAYMENTS CONTRACT -
TRANSFER OF OWNERSHIP AND ASSIGNMENT OF HAP CONTRACT DOCUMENT LIST
(NON-INSURED PROPERTIES)**

1. Executed "Assignment, Assumption and Amendment Agreement Section 8 Housing Assistance Payments Contract (Uninsured Project)" using the January 2005 or most recent version. *
2. Previous Participation Certification, form HUD-2530 for all participants. (See HUD Handbook 4065.1.)
3. Affirmative Fair Housing Marketing Plan, form HUD-935.2. (See HUD Handbook 8025.1.)
4. Management Entity Profile, form HUD-9832. (See HUD Handbook 4381.5.)
5. Management Certification, form HUD-9839A, B, or C. (same as above)
6. Direct Deposit Form, Standard Form 1199
(See <http://www.usaid.gov/forms/FormSF-1199A-June1987.pdf>.)
7. Purchase and Sales Agreement.
8. Organizational documents; i.e. amended partnership agreement. (Please note, if the new ownership entity is an LLC, an LLC rider must be added to the LLC Agreement.)
9. Personal Financial Statement, Form HUD 56142
10. Subsidy Layering Statements/submissions if Low Income Housing Tax Credits are involved; Sources and Uses of funds, including repair list, if any (See HUD Notice H 95-4)
11. Any proposed Use Agreements to be recorded against the property.
12. Any proposed lease or lease addenda.
13. Name and address of escrow agent and anticipated closing date.

* Starting in June of 2004, the Department required that all Section 8 Housing Assistance Payments (HAP) contracts contain a provision for requiring both physical condition standards and annual financial statement reporting. These modifications are reflected in the in the January 2005 Assignment/Assumption Amendment.