



Revised: September 30, 2026

**APPLICATION FOR A CHANGE OF OWNERSHIP FOR
THE CITY OF LOS ANGELES MULTI-FAMILY PROPERTIES**

Thank you for contacting the LOS ANGELES HOUSING DEPARTMENT ("LAHD") regarding your loan. Please be advised of the following:

All borrowers must be compliant with all of the City's agreements and obligations - including Section 504 and American with Disabilities Act. The City will not finalize the request if the Borrower is noncompliant with all of the City's agreements and obligations, including LAHD's Loan Agreement, Regulatory Agreement, or any other applicable terms of the governing agreements of Section 504 of the Rehabilitation Act of 1973 and Americans with Disabilities Act.

1. Cash-out requests are only allowed for the following: urgent needs or emergency repairs, funding reserves, making a pay down on a LAHD matured loan, rehabilitation work, AcHP requirements, and delinquent property taxes. Cash-out means the use of loan funds to pay off items other than existing senior debt, reasonable closing and finance costs. LAHD will not subordinate to a new loan that pays off junior debt or liens recorded after LAHD's loan.
2. Your new loan may be slightly greater than the previous loan to provide for "reasonable costs" necessary to refinance.
3. The City will not subordinate if the borrower is noncompliant with terms and conditions of the LAHD's loan agreement, regulatory agreement, or any other applicable terms of the governing agreements, including Section 504 and Americans with Disabilities Act. This includes both monetary and non-monetary defaults.
4. The New Loan must have a term of no less than 15 years.
5. LAHD does not forgive principal or interest on a loan.
6. The City will not subordinate to a lower position.
7. LAHD will not support a request that will not benefit the project, tenants and/or City.
8. Accessibility Report by CASp (Certified Accessibility Specialist) may be required.
9. LAHD loans are due and payable upon sale, transfer or refinance. Please be notified that the City will require a payoff of the City's loan(s) when there is sufficient equity and/or cash flow.

All requested documents must be submitted in a single package in order for your request to be considered. **LAHD will not begin its review until we receive all application documents.** Typical processing time will be between 30-60 days from the submission of a complete application.

Please complete all of the requested forms and provide all required documentation. Change of Owner requests must be submitted via [AskHousing](#) and submitted along with the items below from both parties (“Seller” and “Buyer”):

1. Signed statement on official letterhead stating why the City should consider the request. It must include your Project/Loan number(s), an explanation of your circumstances, the requested changes to the existing loan terms, and your signature.
2. Resolution Authority & Authorized Signatory(s).
3. Organization Formation Documents and all Amendments (including organizational chart).
4. Certificate of Good Standing issued by State of California (current within 6 months of the application date).
5. Estimated Closing Statement.
6. Purchase and Sale Agreement (for purchases only).
7. Asset Management Questionnaire.
8. Other items as needed.

In addition to the above items (1-8), the Seller in the request must also submit the following items via [AskHousing](#):

9. Signed Certification and Authorization to Release Information (Attached).
10. Waiver of Notice to Inspect Form (Attached).
11. 2 Months current Mortgage Statements (seller)
12. 2 Months current Reserve Accounts Statements

In addition to the above items (1-8), the Buyer in the request must also submit the following items via [AskHousing](#):

13. Sponsor / Owner / Borrower signature blocks for proposed new Borrower (in MS Word format)
14. Property Title Report (with Hyperlinks to Access Recorded Documents).
15. Broker/Lender Worksheet.
16. "Form IRS W-9, Request for Taxpayer Identification Number & Certification (only for new General Partner or Managing General Partner)."
17. Business Tax Certificate (new Borrower only).
18. Project Proforma (including both and after term change 15 Year Cash Flow Projection).
19. Appraisal (Current within 6 months of the application date).
20. Commitment Letter.

21. List of Properties in LAHD Multifamily Loan Portfolio Form, this only pertains to new General Partner(s).
22. Resume of Multifamily Affordable Housing Experience (buyer only).
23. List of managed properties in LAHD portfolio (new property manager only)
24. Buyers Self-Certification of financial capacity (existing and/or new Borrower)

All requested documents must be submitted via [AskHousing](#) in a single package in order for your request to be processed.

Ask Housing Resources:

- [LAHD Ask Housing User Guide](#), provides instructions on how to submit questions and tickets for support related to LAHD's multifamily portfolio.
- [LAHD Ask Housing Submission Tutorial](#), provides an overview of the Ask Housing system and how to submit requests related to LAHD's multifamily portfolio.
 - Note: For "Type of request" please select "Multifamily - Change of Ownership" option.
 - If your type of request is not an option, please select the "Multifamily - Other Transaction" option.

Incomplete applications will be returned.

**AUTHORIZATION TO RELEASE
PROJECT OWNER/BORROWER'S APPLICATION
INFORMATION**

In connection with the request for my transaction, I/we authorize the City of Los Angeles Housing Department ("LAHD") at its sole discretion the right to use any/all information contained within this application and other related documents to refer the applicant's package to an alternate Lender for analysis and potential offers of competitive financing in order for LAHD to protect its security interest as a Subordinate Lender.

PROJECT OWNER/BORROWER'S CERTIFICATION AND AUTHORIZATION

CERTIFICATION:

I/We certify that the information provided in this application package is true and correct as of the date set forth opposite my/our signature(s) on this application and acknowledges my/our understanding that any intentional or negligent misrepresentation(s) of the information contained in this application may result in civil liability and/or criminal penalties and/or liability for monetary damages to the Lender, its agents, successors and assigns, insurers and any other person who may suffer any loss due to reliance upon any misrepresentation which I/we have made on this application. The Lender, its Agents, Successors and Assigns will rely on the information contained in the application. I/We understand we have a continuing obligation to amend and/or supplement the information provided in this application, if any of the material facts which I/we have represented herein should change prior to closing.

AUTHORIZATION:

I/We have applied for a transaction. As part of the application process, Lender may verify information contained in my/our loan application and in other documents required in connection with the loan. I/we authorize you to provide to Lender any and all information and documentation that they request. Such information includes, but is not limited to, employment history and income: bank, money market and similar account balance(s); credit history; and copies of income tax returns.

A copy of this Authorization may be accepted as an original.

PROJECT
OWNER/BORROWER
NAME PRINT:

_____ SSN/FED Tax ID: _____

PROJECT
OWNER/BORROWER
SIGNATURE:

Date:

PROJECT
OWNER/BORROWER
NAME PRINT:

SSN/FED Tax ID:

PROJECT
OWNER/BORROWER
SIGNATURE:

Date:

WAIVER OF NOTICE TO INSPECT

PROJECT OWNER/BORROWER:

As Owner of this building, I agree to waive the usual "30-DAY NOTICE TO INSPECT" in order to expedite the City of Los Angeles' Systematic Code Inspection of my property located at:

_____	_____	_____
ADDRESS	CITY, STATE	ZIP CODE

As Owner, I will abide by and provide the required notice to all my tenants and schedule the inspection time with both tenants and the City's Housing Inspectors who may, after the date of this WAIVER, inspect the common areas, all vacant areas, and the interior of any tenant's unit.

SIGNATURE: _____

PRINT NAME: _____

DATE: _____

Tiena Johnson Hall, General Manager
Luz C. Santiago, Executive Officer

Anna E. Ortega, Assistant General Manager
Emilyzen Cervantes, Assistant General Manager
Craig Arceneaux, Assistant General Manager

City of Los Angeles



Karen Bass, Mayor

LOS ANGELES HOUSING DEPARTMENT
1910 Sunset Blvd., Ste 300
Los Angeles, CA 90026
Tel: 213.808.8808

housing.lacity.gov

REQUIREMENTS FOR SIGNATURE BLOCKS

MULTI-FAMILY TRANSACTION APPLICATION

With respect to execution of any loan documents pursuant to **CALIFORNIA CORPORATIONS CODE 313 and *Snukal v. Flightways* (2000) 23 Cal. 4th 754**, all documents executed or entered into by LAHD with a corporation should have the signature of an Officer for each of the following two categories:

- **Chairman of the Board, President or (any) Vice-President; AND**
- **Secretary, (any) Assistant Secretary, Chief Financial Officer, or (any) Assistant Treasurer.**

The City of Los Angeles is also allowing the signature of the Executive Director plus a signature from either category above.

BROKER/LENDER WORKSHEET

LAHD SUBORDINATION APPLICATION

- Please complete (type or print) the following and submit this form with the Subordination Application.
- If this Form is incomplete, completed improperly, unsigned, or if any spaces are left blank, the Subordination request will not be processed.

Borrower Name: _____ SSN/Fed Tax ID # _____
Borrower Name: _____ SSN/Fed Tax ID # _____
Mailing Address: _____
Property Address: _____

\$	=	\$	+	\$	+	\$	+	\$	+	\$
PROPOSED LOAN AMT.		REFINANCE AMT.		CASH OUT		BROKER FEE		LENDER FEE		CLOSING COST

ANNUAL PROPERTY TAXES:	\$	ANNUAL INSURANCE:	\$
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CURRENT STATUS

	MORTGAGE HOLDER	PRESENT BALANCE	MONTHLY PAYMENT	LOAN TERM	INTEREST RATE	LOAN INDEX	ARM MARGIN	ANNUAL/LIFE CAPS	CLTV	PREPAY PENALTY
1 ST										
2 ND										
3 RD										
TOTAL				*Exclude Property Taxes and Homeowner's Insurance from the MONTHLY PAYMENT.						

AFTER-SUBORDINATION

	MORTGAGE HOLDER	PRESENT BALANCE	MONTHLY PAYMENT	LOAN TERM	INTEREST RATE	LOAN INDEX	ARM MARGIN	ANNUAL/LIFE CAPS	CLTV	PREPAY PENALTY
1 ST										
2 ND										
3 RD										
TOTAL				*Exclude Property Taxes and Homeowner's Insurance from the MONTHLY PAYMENT.						

If Adjustable Rate Loan, please attach detailed explanation regarding starting interest rate, initial fixed period, adjustment schedule, floor rate and fully indexed rate. In addition, please make sure all the above applicable information is provided.

I, THE UNDERSIGNED, CERTIFY THAT THE INFORMATION PROVIDED IN THIS APPLICATION IS TRUE AND CORRECT AS OF THE DATE SET FORTH OPPOSITE MY SIGNATURE ON THIS APPLICATION. I ACKNOWLEDGE THAT ANY MISREPRESENTATION(S) OF THE INFORMATION CONTAINED HEREIN WHICH RESULTS IN CIVIL LIABILITY AND/OR A LOSS TO THE CITY OF LOS ANGELES HOUSING DEPARTMENT ("LAHD"), ITS AGENTS, SUCCESSORS, ASSIGNS, INSURERS AND ANY OTHER PARTY WHO MAY SUFFER A LOSS DUE TO RELIANCE UPON ANY INFORMATION CONTAINED HEREIN MAY RESULT IN CIVIL RECOURSE AGAINST THE UNDERSIGNED. I FURTHER ACKNOWLEDGE THAT THE HCIDLA AT ITS SOLE DISCRETION SHALL HAVE THE RIGHT TO USE THE INFORMATION CONTAINED HEREIN TO REFER THE APPLICANT TO AN ALTERNATE LENDER FOR ANALYSIS AND POTENTIAL OFFERS OF COMPETITIVE FINANCING IN ORDER FOR THE HCIDLA TO PROTECT ITS SECURITY INTEREST AS A SUBORDINATED LENDER.

BORROWER SIGNATURE _____ PRINT NAME AND TITLE _____ DATE _____

BORROWER SIGNATURE _____ PRINT NAME AND TITLE _____ DATE _____

CURRENT STATUS EXTRA PAGE

[illegible]

AFTER-SUBORDINATION EXTRA PAGE

[illegible]

LAHD
Asset Management Transaction Application Questionnaire

Each general partner or managing LLC in the borrowing entity must complete this questionnaire. Please be advised that the information provided below will be considered as part of the review and decision process.

Date: _____
Project: _____
Borrower: _____
Loan Number: _____
Request: _____

1. Are you, your principals, or your parent company subject to, or been notified that it may be become subject to, any lawsuits, legal actions, or legal disputes? If so, please explain below. (Attach additional pages, if necessary.)

2. Have you or any affiliates or principals been removed from the ownership entity or been in default in any projects with LAHD in the last 10 years? If so, please explain below. (Attach additional pages, if necessary.)

3. Have you, your principals, or your parent company or affiliates filed for bankruptcy or sought injunctive relief in the last 10 years? If so, please explain below. (Attach additional pages, if necessary.)

4. LAHD assumes that the organization is in good standing under the laws of the State of California, is duly authorized to request this transaction and there are no conflicts of interest with the ownership entity in proceeding with this request. If any of this is untrue, please explain below. (Attach additional pages, if necessary.)

5. Is the existing project having negative project cash flow? If yes, then provide a detailed summary plan of action of how the project's cash flow will be stabilized. (Attach additional pages, if necessary.)

6. Is there anything additional that LAHD needs to be aware of that should be disclosed in this questionnaire? If so, please explain below. (Attach additional pages, if necessary.)

By signing below, you are stating to the best of your knowledge the information above is true and correct.

By: _____

Date: _____

Name: _____

Title: _____