****

**Business Relationship Update Request**

|  |  |  |  |
| --- | --- | --- | --- |
| **Development Name** |  | **Effective Date** |  |
| **MassHousing Project ID** |  | **Asset Manager** |  |

1. **Please provide the Identification Numbers below, as applicable:**

|  |  |  |  |
| --- | --- | --- | --- |
| **HUD FHA #** |  | **\*RAC Contract #** |  |
| **HAP Contract #** |  | **Unique Entity ID (UEI) #** |  |
|  |  |  |  |

*\*Must be included if applicable.*

1. **Select all changes that apply to this request:**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
|  | New to MassHousing Portfolio |  |  | Change of Banking Information |  |
|  | Change of Ownership |  |  | Change of Contact Information |  |
|  | Change of Management Company |  |  | Other |  |

1. **Select all that apply and see specific requirements for each change request:**

|  |  |  |  |
| --- | --- | --- | --- |
|  | **Financing** |  | **Contract Administration** |
|  | MassHousing General Financing |  | Sec 8 Performance Based Contract Administration |
|  | MassHousing Risk Share Financing |  | Section 811 Contract Administration |
|  | MassHousing FHA MAP Financing |  | 40B Monitoring |
|  | MassHousing Mixed Income / Workforce Housing Financing |  | Mixed Income / Workforce Housing |
|  | MassHousing Affordable Housing Trust Fund Financing |  | Mixed Financing |
|  | Other: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |  | Other Subsidies: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |

1. **Point of Contact for this change request:**

|  |  |  |  |
| --- | --- | --- | --- |
| **Full Name** |  | **Email Address** |  |
| **Company Name** |  | **Phone Number** |  |
| *See next page for required Supporting Documents* | | | |
| **Required Supporting Documentation** | | | |

Loans / Deal Types

Please review the boxes below and identify the deal type of your development. Based off your loan and type of change, please review the documentation required to complete the request. Please confirm with your assigned asset manager/subsidy admin (PBCA and voucher payments) for any contact changes to your development.

Please send the completed COBR package to our monitored mailbox at: [cobr@masshousing.com](mailto:cobr@masshousing.com). A COBR request can be sent via fax to 617-722-0530. A staff member will reach out to you to verify documentation and assess next steps for processing. Please note, delay in sending all required documentation may increase processing wait times.

|  |  |
| --- | --- |
| **B. MassHousing Financed Developments with Contract Administration (Section 8 or 811)** | |
|  | HUD APPS/2530 |
|  | Management Agreement |
|  | IRS Form W-9 |
|  | IRS Form 1199A |
|  | Updated Contacts list |
|  | Voided Check |

|  |  |
| --- | --- |
| **A. MassHousing Financed Developments WITHOUT Contract Administration** | |
|  | HUD APPS/2530 |
|  | Management Agreement |
|  | IRS Form W-9 |
|  | IRS Form 1199A |
|  | Updated Contacts list |
|  |  |

|  |  |
| --- | --- |
| **C. Contract Administration ONLY (Section 8 or 811)** | |
|  | HUD APPS/2530 |
|  | Management Agreement |
|  | IRS Form W-9 |
|  | IRS Form 1199A |
|  | Updated Contacts list |
|  | Voided Check |

|  |  |
| --- | --- |
| **D. HUD Risk Share (Section 542c) and MAP** | |
|  | HUD APPS/2530 |
|  | Management Agreement |
|  | IRS Form W-9 |
|  | IRS Form 1199A |
|  | Updated Contacts list |
|  | Voided Check |

|  |  |
| --- | --- |
| **E. Mixed Financing – No Risk Share or MAP financing** | |
|  | Management Agreement |
|  | IRS Form W-9 |
|  | IRS Form 1199A |
|  | Updated Contacts list |
|  |  |

|  |  |
| --- | --- |
| **F. NEF 40B** | |
|  | 40B ID |
|  | Assigned 40B Compliance Contact |
|  | Updated Contact list |
|  | Former property name (fill in below) |
|  |  |

|  |  |
| --- | --- |
| **G. Disposition Agreement / Affordability Monitoring** | |
|  | Updated Contact list |
|  |  |