CHANGE OF OWNERSHIP CHECKLIST

The following is a list of forms and other documentation required for the approval process of a change of ownership of a nursing home. For details of the documents requested, please refer to the website.

Receipt of all of the following completed documents constitutes a “complete application”. Once this documentation is received and the application is complete, the 60 day time period for review will begin.

FORMS REQUIRED TO BE SUBMITTED FOR THE CHANGE OF OWNERSHIP

- Cover letter
- Application
- Fee
- Resident Rights Report
- Authorization to Accept Personal Services and to Receive Registered and Certified Mail
- Projected Cash Flow Statement and Projected Balance Sheet
- Background Information Disclosure
- Background Information Disclosure Appendix
- Written notification of transfer from the transferor
- If a Corporation - Copy of Articles of Incorporation and bylaws; If a Limited Liability Company – Articles of Organization and the Operating Agreement
- If the applicant is a foreign corporation – Provide a Certificate of Authority; If the applicant is a domestic corporation or a foreign or domestic limited liability company – Provide a Certificate of Status
- Copy of the current organizational chart identifying the parent company and its subsidiaries (if applicable)
- Provide a copy of the management agreement/contract and a list of all the other facilities the management company has owned, operated or managed within the previous 5 year period.(if applicable)
FORMS TO BE SUBMITTED IF THE FACILITY HAS MEDICARE CERTIFICATION OR MEDICARE/MEDICAID CERTIFICATION

☐ Skilled Nursing Facility and Intermediate Care Facility Application (CMS-671)
☐ Resident Census and conditions of Residents (CMS-672)
☐ Health Insurance Benefit Agreement with original signatures (CMS-1561)
☐ Hospital Transfer Agreement(s)
☐ Civil Rights Information Request Confirmation from online submission

FORMS TO BE SUBMITTED IF THE FACILITY IS MEDICAID CERTIFIED ONLY

☐ Skilled Nursing Facility and Intermediate Care Facility Application (CMS-671)