

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**

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ÁUnkngf 'P wtułpi 'Hcekrk\ 'cpf 'Kpvgtto gf kcvg'Ectg'Hcekrk\ 'Cr r nłecvkqp"
*EO U/893+"

ÁT gukf gpv'Egpuwu"cpf "eqpf kkpqu"qh'T gukf gpw"*EO U/894+"

Á gcnj 'Kpuwtcepg'Dgpghk\Ci tggo gpv'y kj "qtki kpcn"
uki pcwtgu"*EO U/3783+"

Á qur kcn'Vtcpuht\Ci tggo gpv'u+"

ÁEkki'Tki j w'Kphqto cvkqp'T gs wguv'Eqphkto cvkqp'htqo "qprkpg"uwdo kuukqp

"

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**FORMS TO BE SUBMITTED IF THE FACILITY IS
MEDICAID CERTIFIED ONLY**

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ÁUnkngf 'P wtułpi 'Hcekrk\ 'cpf 'Kpvgtto gf kcvg'Ectg'Hcekrk\ 'Cr r nłecvkqp"
*EO U/893+"

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