14

Organization Change – Court Order/Inheritance

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14.0 Organization Change – Court Order/Inheritance

14.1 Creating a Court Order/Inheritance Submission

 The Organization Change Submission is a Wizard process that will take you through each of the steps. On the APPS home page select "Create Submission" from the Submission Processing drop-down list.

a	Active Partners Performance System						
apps	APPS Home Page						
Feedback	Submission Processing: View My Submissions In Process Solution Create Submission						
Secure Systems	Edit Submission						
<u>Housing</u>	View My Submissions In Process						
HUD Home	View My Submissions In Review Verify Submission History						
HUD LDPs							
<u>GSA EPLS</u>							
2530 Contacts	Public reporting burden for this collection of information is estimated to average 30 minutes per response, including the time for reviewing instructions, searching existing data sources, gathering, and maintaining the data needed, and submitting the information. This information is						
User ID:	required to obtain benefits and is mandatory. HUD may not collect this information, and you are						
MXXXX	not required to complete this form, unless it displays a currently valid OMB control number.						
<u>Online Help</u> <u>Glossary</u>	The regulations at 24 CFR Section 200.210 to 200.245 authorizes the U.S. Department of Housing and Urban Development (HUD) to request information from all principals applying to participate in multifamily housing programs. The information will enable HUD to evaluate whether or not principal participants will honor their legal, financial, and contractual obligations and determine if they pose an unsatisfactory underwriting risk.						



2. Click Go. The Create Submission screen displays.



Figure 14-2: Create Submission

- 3. Enter the applicant's TIN or SSN.
- 4. Click Submit . The Create Submission screen will display.

•	Active Partners Performance System						
apps	Create Submission						
	Select the type of submission you would like to create:						
Feedback	Organization Change 🔽						
<u>Secure Systems</u>	Submit						
<u>Housing</u>							
HUD Home	[APPS Home Page] Last Updated: May 12, 2004						
HUD LDPs							
<u>GSA EPLS</u>							
2530 Contacts							
User ID: M11125							
<u>Online Help</u> <u>Glossary</u>							

Figure 14-3: Create Submission

5. Select Organization Change from the type of submission you would like to create drop down menu.

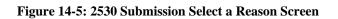
6. The screen will refresh with a warning that by clicking on the Submit button it would lock your baseline.

	Active Partners Performance System					
apps	Create Submission					
	This organization structure submission should only be used to add, change, or remove a person from your original baseline only after you have completed your baseline.					
Secure Systems						
Housing	By creating this 2530 submission, you will lock your current baseline submission. This means that you will not be allowed to make any additional					
HUD Home	changes to your baseline. This action can not be reversed!					
	Are you sure you want to create a new submission?					
GSA EPLS	Select the type of submission you would like to create:					
2530 Contacts						
	Organization Change 🛛 🖌					
User ID: MXXXX						
WIAAAA	Submit					
<u>Online Help</u> <u>Glossary</u>	[APPS Home Page]					

Figure 14-4: Create a Submission Screen

- If you would still like to proceed Click Submit . The 2530 Submission Select a Reason screen will display.
- 8. Click Submit . The 2530 Submission Select a Reason screen will display.
- If the applicant is involved in a submission currently under review, the warning,
 "The applicant currently has (or is part of) a submission in process or in review" will display.
- 9. Select the Reason for the submission from the Organization Change reason dropdown menu. ("Court Order/Inheritance").

	Active Partners Performance System						
	2530 Submission Select a Reason						
Feedback	Submission ID: 11667 Reason: Organization Change (Court Order/Inheritance)						
<u>Secure Systems</u> <u>Housing</u>	Applicant: Test 3 Corporation Current Status: In Process, 05/15/2006 (600000003)						
HUD Home							
	Organization Change Reason: Organization Change (Court Order/Inheritance) 💌						
<u>GSA EPLS</u> 2530 Contacts	Next Step Save & Exit Cancel Submission						
User ID: MXXXXX	[APPS Home Page] Last Updated: March 29, 2006						
<u>Online Help</u> <u>Glossary</u>							



10. Click Next Step	. The 2530 Edit Organization Structure screen will display
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	Acti	ve Part	ners Pe	rform	iance S	System			_
apps	2530 Submission								
	Edit Organization Structure								
Feedback	Subm	ission ID:	11667		Reas		ganization Cl ourt Order/Is	-	e)
<u>Secure Systems</u> <u>Housing</u>	Applicant: Test 3 Corporation Current Status: In Process, 05/15/2006 (600000003)						6		
HUD Home	Parent Participant: Test 3 Corporation (600000003), Cincinnati, OHIO								
HUD LDPs									
<u>GSA EPLS</u>									
2530 Contacts	To add the new principal (inheritor), select "Add Principal". To remove the old principal (donor), select "Remove Participant" or to reduce the percentage or								
User ID:	ownership select "Edit Participant".								
MXXXXX Online Help Glossary	Select	Name	Туре	Role	Ownership Percent	Begin Date in Organization	Direct Previous Participation	Certified	Change
Giossary	0	Doe, James (111222666)	Individual	Member	3	05/22/2005	No	Yes	
	0	Test 2 Corp (111222888)	Organization	Member	23	06/12/2005	No	Yes	
	Add Principal			Edit P	rincipal Remove Principal]	
	Previous Step Next Step Save & Exit Cancel Submission								
	[APPS Home Page]								

Figure 14-6: 2530 Submission Edit Organization Structure Screen

14.2 Adding a Principal (Individual)

Refer to Chapter 11, Organization Change- Major Section 11.2, Adding a Principal

- Note: You can add an individual, but not an organization, as a principal in a Court Order/Inheritance Submission.
- If you enter the TIN of an organization that is not in the APPS database the message," The organization does not exist. Contact HUD to create the organization record" will display.

14.3 Sending a Submission to HUD

- Click on Next Step until you reach the 2530 Submission Send to HUD page. If all information is accurate click on Send To HUD
- 2. A message will appear. If you would like to proceed, click on OK.



- 3. The screen will refresh with the message "Submission sent to HUD Successfully" at the top of the page.
- Conce sent to HUD the status will change from "In Process" to Approved without Review"
- Note: Make sure at least one individual is in the company before sending it to *HUD*.
- If the participants in your organization structure have previous participation that is different from the applicant, they are required to submit their own 2530 for this submission.

14.4 Printing the Signature List and Previous Participation Certification

Refer to Chapter 16, Printing Submissions