

## Change within the Corporate Structure

With a for-profit corporation, a new modified application along with 50% application [fee](#) is required when more than 50% of the corporation's shares change ownership, and there is no change to the licensee and no significant change to the program. There will be no change of the facility number.

When a non-profit corporation changes who has the authority to appoint the board of directors, a new modified application along with 50% application [fee](#) is required.

The licensee will submit their application with the appropriate fee to the Centralized Application Unit along with a cover letter indicating the application submitted is for a change within the corporation and the existing facility name and license number. In each instance above, the licensing agency is to be notified within 30 days. Failure to provide the required information within the allotted timeframe may result in a civil penalty assessment. *Authority cited: HSC 1569.15, HSC 1524*

At minimum, the following application documents along with 50% of the [application fee](#) are required to be submitted. Other documents may be requested if there is found to be a change in the admission agreement, monthly operating budget, personnel policies or program statement, for example.

- Application ([LIC200](#)) with additional information per HSC 1569.15
- Applicant Information ([LIC215](#))
- Designation of Administrative Authority ([LIC308](#))
- Residential Care Facility for the Elderly Disclosure Worksheet ([LIC606](#)) *RCFE ONLY*
- Administrative Organization ([LIC309](#)) and Organizational Chart
- Administrator Qualifications and certificate (if different)
- Surety Bond ([LIC402](#)) (if applicable)
- Proof of Liability Insurance
- Supplemental Financial Information ([LIC401a](#))
- Balance Sheet ([LIC403](#))
- Balance Sheet Supplemental ([LIC403a](#))
- Financial Information Release and Verification ([LIC404](#))
- Personnel Report ([LIC500](#))
- Health Screening Report ([LIC503](#)) (if applicable)
- Criminal Background Clearance Transfer Request ([LIC 9182](#)) for any transfer of criminal record clearance
- Criminal Record Statement ([LIC508](#)) (if applicable)
- Articles of Organization/Articles of Incorporation/Operating Agreement/Board Resolution

If the change within the corporation results in an entity or individual being **removed**, only the following application documents are required to be submitted along with 50% of the [application fee](#). Other documents may be requested if there is found to be a change in the admission agreement, monthly operating budget, personnel policies or program statement, for example.

- Application ([LIC200](#)) with additional information per HSC 1569.15
- Designation of Administrative Authority ([LIC308](#))
- Administrative Organization ([LIC309](#)) and Organizational Chart

- Administrator Qualifications and certificate (if different)
- Personnel Report ([LIC500](#))
- Financial Information Release and Verification ([LIC404](#)) (only if different)
- Personnel Report ([LIC500](#))
- Articles of Organization/Articles of Incorporation/Operating Agreement/Board Resolution