

14

Organization Change – Court Order/Inheritance

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Revision Sheet

Revision No.	Date	Revision Description

14.0 Organization Change – Court Order/Inheritance

14.1 Creating a Court Order/Inheritance Submission

1. 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.

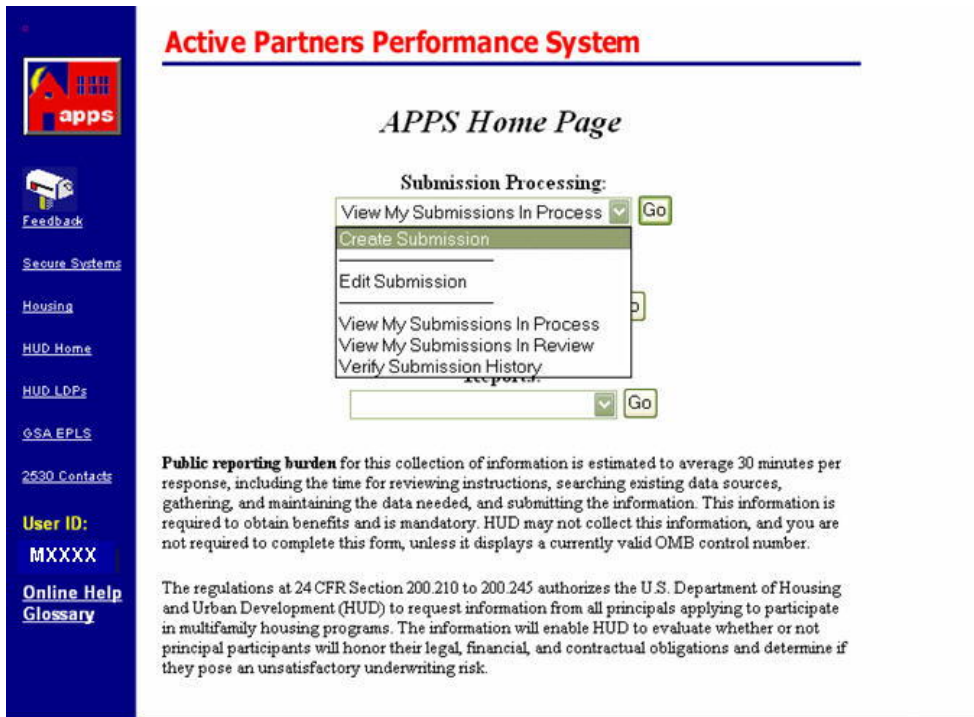


Figure 14-1: APPS Home Page

- Click . The Create Submission screen displays.

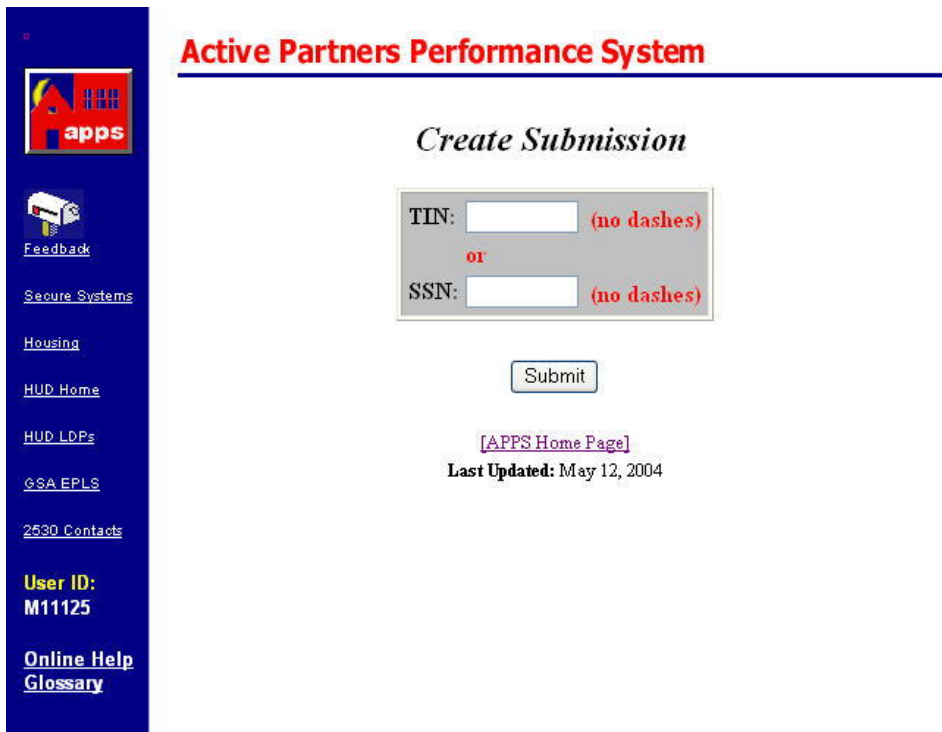


Figure 14-2: Create Submission

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



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

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.

By creating this 2530 submission, you will lock your current baseline submission. This means that you will not be allowed to make any additional changes to your baseline. This action can not be reversed!

Are you sure you want to create a new submission?


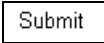
Select the type of submission you would like to create:

Organization Change

Submit

[\[APPS Home Page\]](#)

Figure 14-4: Create a Submission Screen

7. If you would still like to proceed Click  . The 2530 Submission Select a Reason screen will display.
 8. Click  . 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 drop-down menu. (“Court Order/Inheritance”).

Active Partners Performance System

2530 Submission
Select a Reason

Submission ID: 11667 Reason: Organization Change
(Court Order/Inheritance)

Applicant: Test 3 Corporation Current Status: In Process, 05/15/2006
(600000003)

Organization Change Reason: Organization Change (Court Order/Inheritance) ▾

Next Step Save & Exit Cancel Submission

[APPS Home Page]
Last Updated: March 29, 2006

Figure 14-5: 2530 Submission Select a Reason Screen

10. Click  . The 2530 Edit Organization Structure screen will display

Active Partners Performance System

2530 Submission
Edit Organization Structure

Submission ID: 11667 Reason: Organization Change (Court Order/Inheritance)
 Applicant: Test 3 Corporation (600000003) Current Status: In Process, 05/15/2006
 Parent Participant: Test 3 Corporation (600000003), Cincinnati, OHIO

To add the new principal (inheritor), select "Add Principal". To remove the old principal (donor), select "Remove Participant" or to reduce the percentage or ownership select "Edit Participant".

Select	Name	Type	Role	Ownership Percent	Begin Date in Organization	Direct Previous Participation	Certified	Change
<input type="radio"/>	Doe, James (111222666)	Individual	Member	3	05/22/2005	No	Yes	
<input type="radio"/>	Test 2 Corp (111222888)	Organization	Member	23	06/12/2005	No	Yes	

[\[APPS Home Page\]](#)

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. You must have atleast one individual in the organization structure in order to complete 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

1. Click on Next Step until you reach the 2530 Submission Send to HUD page. If all information is accurate click on .
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.

-  Once 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