Modified TPA
6.0 Introduction – Modified Transfer of Physical Assets

Modified TPA submissions are made to change ownership percentages of principles in an entity. Changes in ownership percentages are made within existing principals of the entity or by adding new principles to the current organization structure. Details on the types of transactions that qualify as modified TPA are discussed in HUD Handbook 4350.1, Chapter 10.

6.1 Creating a Modified TPA Submission

The Modified TPA Submission is completed via a wizard process guiding users through each step.

Step 1. On the APPS Home Page, select “Create Submission” from the Submission Processing dropdown list.

Step 2. Click “Go”.

Step 3. The Create Submission screen displays.

Step 4. Enter the applicant’s TIN or SSN.

Step 5. Click “Submit”.

Step 6. The Create Submission screen will display.
Step 7. Select “Modified TPA/Org. Change” from the type of submission drop-down list.

Step 8. Click “Submit”.

Step 9. The 2530 Submission Select a Reason screen will display.

Step 10. Select “Modified Transfer Physical Assets (TPA)” from the Organization Change Reason drop-down list.

Step 11. Click “Next Step”.

Step 12. The 2530 Edit Organization Structure screen will display.
6.2 Adding a Principal

Step 1. From the Edit Organization Structure screen, click “Add Principal”.

Step 2. The Participant Search screen displays.

Step 3. Enter the participant’s TIN or SSN (To add an entity to the organization structure, the subject entity should have a baseline in APPS).

Step 4. Click “Search”.

Step 5. The Add Principal to Organization screen displays.
Step 6. Enter the Role in Entity, Percent Ownership in Entity and Starting Date in Entity. Fields marked with a red asterisk (*) are required.

Step 7. Click “Save”.

Active Partners Performance System

Add Principal to Organization

Prefix:
* First Name: John
Middle:
* Last Name: Doe
Suffix:
* SSN: 

Physical delivery address
* Address: 999 Contoso Street
* City: Fairfax
* State: VIRGINIA
* Zip Code: 22031 -
* Country: USA

If country not United States
Territory: 
* Postal Code: 

* Phone: 999-999-9999
Fax: 
* E-mail: john.doe@contoso.com
Cell Phone: 

Parent Participant: XYZ LLC
* Role in Entity: Manager
Role Comment: 
* Percent Ownership in Entity: 0 % (100.00)
* Starting Date in Entity: 02 01 2013 (mm-dd-yyyy)

Save

Parent Organization Structure
2530 Submission

-- Select participant processing -- Go
Step 8. The 2530 Submission Edit Organization Structure screen will display with the new principal information and will display the following message: “Principal added Successfully.”

6.3 Editing Information

Step 1. On the 2530 Submission Edit Organization Structure screen, select the principal to be edited.
Step 2. Click “Edit Principal”.

Step 3. The Edit Principal within Organization screen displays.

Step 4. Make the necessary edits to the principal.
Step 5. Click “Save”.

Active Partners Performance System

Edit Principal within Organization

Prefix: Mr.  
* First Name: Jane  
Middle:  
* Last Name: Doe  
Suffix:  
* SSN: 410762934  
** Physical delivery address  
* Address: 999 Contoso Drive  
* City: Fairfax  
* State: VIRGINIA  
* Zip Code: 22031  
* Country: USA  
If country not United States  
** Territory:  
* Postal Code:  
* Phone: 999.999.9999  
Fax:  
* E-mail: jane.doe@contoso.com  
Cell Phone:  

Parent Participant: XYZ LLC  
* Role in Entity: Owner  
Role Comment:  
* Percent Ownership in Entity: 100 % (100.00)  
* Starting Date in Entity: 3/2/2011 (mm-dd-yyyy)  

--- Select participant processing ---  
Go

Step 6. The screen refreshes with the message “Save was successful.”
Step 7. Click “Parent Organization Structure”.

Step 8. The 2530 Submission Edit Organization Structure screen displays.

Step 9. Repeat the process as necessary.

Step 10. Click “Next Step”.

Step 11. The 2530 Submission Edit Contact Information screen will display.
Step 12. Edit necessary contact information and click “Next Step”.

Step 13. The 2530 Submission Edit Applicant Comments screen will display.

Step 14. Enter the necessary comments and click “Next Step”.

Step 15. The 2530 Submission Certify Submission screen will display.
Step 16. Click “Certify” and complete the certification.

Step 17. Click “Next Step”.

Step 18. The 2530 Submission Send to HUD screen will display.

[Note] To view the applicant’s entire organization structure, select the “Organization Tier Structure Report” from the select query drop-down list (please refer to Chapter 8, Submission Queries and Reports).
6.4 Sending the Submission to HUD

Step 1. If all information is accurate, click “Send To HUD” on the 2530 Submission Send to HUD page.
Step 2. A message will appear with the message, ‘Action cannot be reversed! “Send To HUD”?’. If you would like to proceed, click “OK”.

Step 3. The screen will refresh with the message “Submission sent to HUD Successfully” displayed at the top of the page.

[Note] If all principals who are supposed to certify have not certified, the system will not allow you to send the submission to HUD. If an error message appears while trying to send the submission, fix the error and send the submission.

6.5 Canceling the Submission

Step 1. If you entered incorrect information or you no longer wish to send the 2530 submission to HUD, you may cancel the submission by clicking “Cancel”.

[Note] You can cancel the submission at any step during the wizard process.

Step 2. A warning displays with the message, “All information in this submission will be deleted! Are you sure you want to cancel?” Click “OK” to cancel the submission.

Step 3. By cancelling the submission, only changes made to the organization through this submission will be lost.

Step 4. You are returned to the APPS Home Page with the message, “Submission ID: XXXXXX has been canceled for Applicant: Applicant Name”.

6.6 Querying the Submission

Refer to Chapter 8, Submission Queries and Reports.
6.7 Printing the Submission Package
Refer to Chapter 5, Section 8, Printing the Submission Package.

6.8 Withdrawing the Submission
Refer to Chapter 5, Section 12, Withdrawing the Submission.