

Change of Ownership Request

Instructions: Select the appropriate change of ownership request (New Entity, Intact Change of Ownership, or Conversion to an LLC) and complete the required information and documentation. The Change of Ownership must be reported to ADES sixty (60) days before the effective date of the proposed change.

New Entity

A new establishment where the new owner is not assuming any of the previous owner's assets or liabilities.

The Provider shall complete the following requirements:

- Submit to ADES the Purchase Agreement, Letter of Intent, and any other documentation outlining the terms of the sale. The documentation submitted to ADES must be signed and dated by the provider/seller and buyer.

The buyer shall complete the following:

- Obtain a new Business or Corporation name,
- Obtain a new License from the Arizona Department of Health Services (DHS),
- Register with the Arizona Corporation Commission and IRS, if needed and,
- Complete a Provider Registration Agreement (PRA) including all required paperwork, training and other ADES requirements.

Buyer Information:

First Name: _____ Last Name: _____

Phone Number: _____ Email: _____

Seller's Forwarding Address: _____

Type of Child Care Business: Licensed Center Group Home

Are you purchasing a Child Care Facility that is currently open and licensed by DHS?

Yes, DHS notification date: _____ DHS Compliance Specialist: _____

No If no, reach out to ccacontracts@azdes.gov for assistance.

Have you already taken ownership of the current ADES Contracted Site?

Yes Date of Ownership: _____

No Date of anticipated Change of Ownership: _____

Corporation Name: _____

Address: _____

Provider Phone Number: _____

ADHS License Number: _____

Signature of Buyer: _____ Date: _____

Intact Change of Ownership/Intact Sale

A transaction where an asset, property, or business is sold fully assembled, complete, and fully operational. The DHS license number and ADES Provider number remain unchanged. The Intact Sale may or may not include ownership of the building and/or land. The new Owner assumes all assets and liability of the existing business, including overpayments. All conversions will take effect on the first of the following month.

The Provider shall complete the following requirements:

- Submit to ADES the Purchase Agreement, Letter of Intent, and any other documentation outlining the terms of the sale. The documentation submitted to ADES must be signed and dated by the provider/seller and buyer.

The buyer shall complete the following:

- Provide a Change of Ownership approval or confirmation from Arizona Department of Health Services (DHS).
- Contact the Arizona Corporation Commission to update records with new owner's information.
- Complete a Provider Registration Agreement (PRA) including all ADES requirements.
 - The following steps must be taken when completing the PRA:
 - Obtain access and complete requirements for the ADES Insurance Tracking Portal.
 - The seller must be compliant with insurance requirements before the Change of Ownership will be completed by ADES.
 - Child Care Electronic System (CCES) awarded vendor registration requirements.
 - Send an email and a copy of their Driver's License or Government-issued ID to the CCES awarded vendor to receive an operator account and access to previous records.

Buyer Information:

First Name: _____ Last Name: _____

Phone Number: _____ Email: _____

Seller's Forwarding Address: _____

Type of Child Care Business: Licensed Center Group Home

Are you purchasing a Child Care Facility that is currently open and licensed by DHS?

Yes, DHS notification date: _____ DHS Compliance Specialist: _____

No If no, reach out to ccacontracts@azdes.gov for assistance.

Have you already taken ownership of the current ADES Contracted Site?

Yes Date of Ownership: _____

No Date of anticipated Change of Ownership: _____

Corporation Name: _____

Address: _____

Provider Phone Number: _____

ADHS License Number: _____

Signature of Buyer: _____ Date: _____

Limited Liability Company, (LLC)

The Provider has created a legal business entity. All conversions to LLC will take effect on the first of the following month. A new DHS Licensed number and DES Provider Identification number is issued.

The Provider shall complete the following requirements:

- Obtain a new License from the Arizona Department of Health Services (DHS).
- Register with the Arizona Corporation Commission.
- Complete a new Provider Registration Agreement with the new LLC.

Provider Information:

First Name: _____ Last Name: _____

Phone Number: _____ Email: _____

Type of Child Care Business: Licensed Center Group Home

Have you already converted to an LLC?

Yes Date of conversion: _____

No Anticipated date of conversion: _____

Will the name of the current Child Care Business remain or change during the conversion to an LLC?

Yes, the name will not change.

No

Business Name: _____

Address: _____

Provider Phone Number: _____

New ADHS License Number: _____

Signature of Buyer: _____ Date: _____