

CHANGE OF OWNERSHIP CHECKLIST

SCHOOL:

- Notice of Change of Ownership (NCO) form completed, signed, and submitted by the new owner within 30 days of the effective date of the change.
 - \$100 processing fee
 - NCO signed by MDHEWD
 - NCO returned to new owner with letter requesting payment of the school's prior year recertification fee, a security deposit at least equal to the school's prior year security, a copy of the sale/purchase agreement, and a statement of assets (verified financial statements) committed to the school.
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ITEMS REQUIRED WITHIN 60 DAYS OF THE NCO

- Prior year recertification fee
 - Prior year security deposit
 - Copy of sale/purchase agreement
 - Statement of assets / verified financial statements
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MDHEWD ACTION

- Letter of Approval of Change of Ownership