



## Change of Ownership (CHOW) Overview

### SELLER RESPONSIBILITIES

Notify the [Health Facility Licensing Unit](#) and the [Health Facility Compliance Regional Office](#) of all the following:

- The effective date of the CHOW.
- The location where medical records will be stored.
- The name and contact information for the custodian of the medical records.

### BUYER RESPONSIBILITIES

- Complete the applicable facility license application and submit to the Texas Health and Human Services Commission (HHSC).
  - To access the applicable application, select the appropriate facility type on the [HHSC Health Care Facilities webpage](#).
  - **Note:** The facility application will only notify HHSC of the CHOW. It is the facility's responsibility to notify all other state or federal agencies or other organizations as appropriate.