



Long-Term Care Regulatory Provider Letter

Number: PL 2021-02 (Replaces PL 10-50)
Title: Change of Ownership Transfer Affidavit Form
Provider Types: Assisted Living Facility (ALF); Day Activity and Health Services (DAHS) Facility; Home and Community Support Services Agency (HCSSA); Intermediate Care Facility for Individuals with an Intellectual Disability or Related Conditions (ICF/IID); Nursing Facility (NF); Prescribed Pediatric Extended Care Center (PPECC)
Date Issued: January 20, 2021

1.0 Subject and Purpose

The purpose of this letter is to notify current ALF, DAHS, HCSSA, ICF/IID, NF and PPECC license holders, and license applicants, of a change in the forms required for a change of ownership (CHOW).

The revised HHSC [Form 1092](#), *Change of Ownership Transfer Affidavit Form*, will replace the following forms:

- [Form 3604](#)
- [Form 3604A](#)
- [Form 3725](#)

2.0 Policy Details & Provider Responsibilities

Effective immediately, HHSC requires long-term care providers to complete and upload the revised HHSC [Form 1092](#) *Change of Ownership Transfer Affidavit*, in the Texas Unified Licensure Information Portal (TULIP) as part of the CHOW process. This form ensures that both the outgoing and incoming licensees consent to the CHOW, and outlines the transaction between both parties. The revised HHSC [Form 1092](#) is available on the HHS website. Form Instructions for each provider type are located in TULIP.

3.0 Background/History

HHSC [Form 1092](#) was revised to consolidate multiple CHOW affidavit forms into one for all LTC provider types. This form still requires notarizing for completion of a CHOW.

4.0 Resources

Revised [Form 1092](#)

5.0 Contact Information

If you have any questions about this letter, please contact the Policy, Rules and Training Section by email at PolicyRulesTraining@hhsc.state.tx.us or call (512) 438-3161.