

Organization Charts

A developer's organization chart shows the relationships between the entities participating in a transaction and identifies both their roles and their principals. The chart helps identify which entities and individuals are required to submit disclosure statements.

The sample to the right shows the information that must be included in, or as attachments to, such a chart. Actual formats may vary, but the enumerated fields should be included with any organization chart submission.

The entity or entities that will hold title to the real property should always be at the top of the organization chart.

- 1 **Project Name:** HPD-assigned name of the project
- 2 **Program:** HPD program
- 3 **Date:** Date the organization chart was prepared/updated
- 4 **Contact:** Name of person to whom all communication should be directed
- 5 **Email:** Email address of contact
- 6 **Phone:** Phone number of contact
- 7 **Name:** Full legal name of the entity (or, if not an entity, the individual), exactly as it appears on the document filed with the NYS Department of State to create the entity. If the entity is not yet formed, indicate "to be formed" after the name.
- 8 **Legal Structure:** Type of entity (e.g., corporation, general partnership, limited partnership, limited liability company, etc.). If the entity is a not-for-profit corporation and/or has 501(c)(3) or 501(c)(4) status, please indicate that fact on the chart.
- 9 **Role:** Role an entity or individual plays in the entity immediately above it on the organization chart (e.g., shareholder, general partner, limited partner, member, managing member, investor member, etc.) or, for an entity at the top of the chart, the role it plays with respect to the real estate in the transaction (e.g., legal owner, beneficial owner, etc.)
- 10 **Interest in Entity:** Percentage equity interest in the entity identified above

NOTE For each entity, list on a separate attachment (i) the names and percentage equity interests of any principals not visually represented in the organization chart, and (ii) the names and roles of all officers. For the definitions of "principal" and "officer," please consult the disclosure statement.

