May 8, 2026

Application Submission Process for Transfers of Ownership

Once an application is complete and ready for submission, please take the following steps to submit the application:

1. Email MFHTransfer@usda.gov, to request the Agency to create a shared folder in CloudVault.

2. The email must contain the following information:

    a. Subject line: Transfer Application Submission – *Property Name*.
    b. Body of email: Borrower Name, Project Name, Borrower Contact Information, Project State, and type of transfer (514/516 Off-FLH; 514 Off-FLH; 516 Off-FLH; or 515 transfer).
    c. Request language: “Please create a shared CloudVault folder so that we may submit our application documents.”

3. Once the email request to create a shared CloudVault folder has been received, a shared folder will be created within 2 business days. When the shared CloudVault folder is created, the system will automatically send an email containing the folder link and a password for access.

4. The applicant must upload all required documents for the applicable application. They should also include a Table of Contents listing all documents uploaded to the shared CloudVault folder. Each application document must be uploaded as its own single, separate file. The Agency cannot accept a single file that contains multiple forms/documents. A ZIP file containing individual, separate application documents is also acceptable.

5. Once all required documents have been uploaded to the CloudVault shared folder, the applicant must email MFHTransfer@usda.gov.

6. The email must contain the following information
    a. Subject line: Transfer Application Submission – *Property Name*
    b. Body of email: Borrower Name, Project Name, Borrower Contact Information, Project State, and type of transfer (514/516 Off-FLH; 514 Off-FLH; 516 Off-FLH; or 515 transfer).
    c. Request language: “We have completed our upload to the shared CloudVault folder of all required documents for our application and it is ready for review.”

Please note: CloudVault is a USDA-approved, cloud-based file sharing and synchronization system. It is not intended for long-term file storage due to federal record retention requirements, space limitations, and risk mitigation practices. For this reason, your shared CloudVault folder will be deleted once the applicant notifies the Agency that all required documents have been successfully uploaded.