

# Notice of Intent to Relocate or Close

## Mental Health and Addiction Services

Licensure and Certification, Suite 742  
30 E Broad Street  
Columbus, Ohio 43215

License Number:

Dear Director:

This is to inform you that \_\_\_\_\_ located in \_\_\_\_\_

(Name of Facility)

will be:

\_\_\_\_\_  
(County)

Relocating on  to: Address   
(Date) City  Zip Code   
County

Closing its operation effective   
(Date)

I, \_\_\_\_\_ understand that this license is non-transferrable to another location; therefore, it will be surrendered to the Ohio Department of Mental Health and Addiction Services (OhioMHAS) immediately after the home ceases to operate as a Residential Care Facility. I will no longer be allowed to provide accommodations, supervision, and personal care services in this home to unrelated persons with mental illness, unrelated adults receiving RSS payments or 3 to 16 unrelated adults and that I must comply fully with section 5122-30-05 of the Ohio Administrative Code in closing this facility.

I am aware of the procedure for closing an adult care facility shall include all of the following:

- The owner shall inform the director in writing at least thirty days prior to the proposed date of closing.
- At the same time, the owner or manager shall inform each resident, his or her guardian, his or her sponsor, his or her case manager, or any organization or agency acting on behalf of the resident, of closing of the facility and the date of the closing.
- The owner shall return their RCF license to the director with the notice of intent to close, or no later than the last day of the facility's business;
- All changes shall be prorated as of the date on which the facility closes. If payments have been made in advance, the payments for services not rendered shall be refunded to the resident or the resident's guardian not later than seven days after the closing of the facility; and
- Immediately upon the closing of a facility, the owner shall surrender the license to the director, and the license shall be canceled.
- The owner shall notify the residents at least thirty days in advance of any change in the identity of the person who has possession of the facility, unless the change is in the nature of a corporate reorganization results in the same individual or individuals having ultimate ownership interest.
- Any outstanding liability to the state, unless the buyer or transferee has agreed, as a condition of the sale or transfer, to accept the outstanding liabilities and to guarantee their payment, except that if the buyer or transferee fails to meet these obligations the seller or transferor shall remain responsible for the outstanding liability.

Facility Name:

I further understand that should I wish to resume operation at this or another location as a residential care facility; a new license will be required. Such license can be obtained only after re-application, compliance with regulatory requirements as an residential care facility, and inspection by department surveyors.

I understand that I will no longer be allowed to provide room & board accommodations, personal care services, or supervision in this home to unrelated adults.

It is my responsibility to reapply with the Ohio Department of Mental Health and Addiction Services should I desire, in the future, to resume operation of a residential care facility.

This facility is closing because:

If your Department has any additional questions or concerns, I can be reached at:

Mailing:

Address

City  State  Zip Code

Phone Number

E-Mail Address: \_\_\_\_\_

Signed By \_\_\_\_\_

(Date)

Mail, Fax or scan form to your assigned Behavioral Health Surveyor at:

Ohio Department of Mental Health and Addiction Services  
Bureau of Licensure and Certification  
30 E. Broad Street, Suite 742  
Columbus, OH 43215

FAX (614)485-9739  
Scan: Liccert@mha.ohio.gov