



mihtc property management questionnaire

Preliminary Application

Project Name	Contact Person
Management Agent Name	

management questions

How many Full-time Employees will be assigned to work on MIHTC compliance for this new property at the site level?
How many Full-time Employees, if any, will be assigned to work on MIHTC compliance for this new property at the regional or corporate level?
How many Full-time Employees will be assigned to maintenance for this property?
Does management/owner intend to engage with a third-party consultant to assist during initial lease-up in qualifying tenants? <input type="checkbox"/> Yes <input type="checkbox"/> No
If multiple properties are placing in service in Colorado, how will you manage lease-up at new projects while maintaining adequate compliance capacity (e.g., documentation and signature for initial move-ins, completing annual recertification timely, keeping WCMS updated for LIHTC and MIHTC projects, maintenance/work orders, etc.) at existing projects as applicable?
For management agents that oversee both conventional and MIHTC developments, what steps does the agent take to ensure that non-compliant conventional policies are not applied to MIHTC properties?

staff trainings

training	staff positions attending	frequency
		<input type="checkbox"/> Weekly <input type="checkbox"/> Monthly <input type="checkbox"/> Quarterly <input type="checkbox"/> Annually <input type="checkbox"/> Other
		<input type="checkbox"/> Weekly <input type="checkbox"/> Monthly <input type="checkbox"/> Quarterly <input type="checkbox"/> Annually <input type="checkbox"/> Other
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		<input type="checkbox"/> Weekly <input type="checkbox"/> Monthly <input type="checkbox"/> Quarterly <input type="checkbox"/> Annually <input type="checkbox"/> Other

managed properties

Please attach a list of all properties you manage (restricted and unrestricted), including the name and property type (LIHTC, Market-rate, Special Needs, etc.)