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# Asset Management Overview



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# Meet the Staff

**Greg Canuteson**

Deputy Director

[gcanuteson@mhdc.com](mailto:gcanuteson@mhdc.com)

**Scott Hanak**

Asset Manager

[shanak@mhdc.com](mailto:shanak@mhdc.com)

**Candace Maupins**

Program Compliance  
Administrator

[cmaupins@mhdc.com](mailto:cmaupins@mhdc.com)

**Tasha Douglas**

Compliance Supervisor

[tdouglas@mhdc.com](mailto:tdouglas@mhdc.com)

**Anne Powell**

Staff Attorney

[apowell@mhdc.com](mailto:apowell@mhdc.com)

**MHDC – STL**

**505 N. 7<sup>th</sup> Street**

**St. Louis, MO 63101**

**20<sup>th</sup> Floor, Ste. 2000**

**314-877-1350**



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# Scott's Responsibilities



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- AMRS
- Budgets
- AFS
- Rent Increases
- Occupancy
- R4R
- Operating Reserves
- Insurance Claims
- Surplus Cash
- Owners Equity
- Management Fees
- IRP Administration
- RAP Administration
- Watchlist Reporting
- 3<sup>rd</sup> Party Reporting



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# Candace's Responsibilities



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- Annual Owner Certifications
- Qualified Contracts
- Income Waivers
- Program Compliance
- Certification On Line Annual Reporting (COL)
- Experience Certifications
- Program Compliance



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# Tasha's Responsibilities



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- Program compliance inspections
- Program compliance questions
- Inspection extension requests
- Trouble List monitoring
- Firm submission management plan and proposed lease review
- MOR (HUD Section 8) inspections



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# Anne's Responsibilities



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- Asset Management Legal Support
- Transfer of Physical Assets (TPAs)
- Refinance/Loan Payoffs
- LURA and Regulatory Agreement Questions



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# Upcoming Due Dates



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- AFS due – April 1, 2019
- Budgets due - November 15, 2019
- Rent Increases due – December 31, 2019
- Monthly Occupancy due -10<sup>th</sup> of every month
- Surplus Cash Requests due - July 1, 2019 **new**
- COL – Follow seasonal reporting schedule



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# Seasonal Reporting Schedule



## SEASONAL REPORTING SCHEDULE

<i>Placed-In- Service Date</i>	<i>Activity Period Covered</i>	<i>COL Report Due Date</i>	<i>Exhibit A &amp; K Due Date</i>
1990, 1991, 1992, 1993, 2006, 2010, 2014, 2018, 2022, 2026, 2030, 2034, 2038, 2042	April 1 – March 31	April 15	April 30
1994, 1995, 1996, 1997, 2007, 2011, 2015, 2019, 2023, 2027, 2031, 2035, 2039, 2043	July 1 – June 30	July 15	July 31
1998, 1999, 2000, 2001, 2008, 2012, 2016, 2020, 2024, 2028, 2032, 2036, 2040, 2044	October 1 – September 30	October 15	October 31
2002, 2003, 2004, 2005, 2009, 2013, 2017, 2021, 2025, 2029, 2033, 2037, 2041, 2045	January 1 – December 31	January 15	January 31





# Websites to Remember



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- [www.mhdc.com](http://www.mhdc.com)

- Asset Management Section
- Download all exhibits, handbooks, and policies
- Extensive FAQ Sections

- [amrs.mhdc.com](http://amrs.mhdc.com)

- Asset Management Reporting System
- Need User Name and Password (Scott)
- Occupancy, AFS, Budgets, R4R, Surplus Cash

- [col.mhdc.com](http://col.mhdc.com)

- Certification Online (COL)
- Need User Name and Password (Candace)
- Collects resident information for each building



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# Since We Last Talked



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# New Electronic Signature Policy

- Effective January 1, 2019
- Exhibits that previously required original signatures must now be sent via email
- Dedicated email addresses for exhibits
  - [compliance.exhibits@mhdc.com](mailto:compliance.exhibits@mhdc.com)
  - [managementapp@mhdc.com](mailto:managementapp@mhdc.com)
  - [TPA@mhdc.com](mailto:TPA@mhdc.com)
- MHDC staff will no longer accept emailed exhibits directly



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Note: See forms for applicable email addresses

# New Electronic Signature Policy



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- Exhibit A - Owner's Certification of Continuing Program Compliance
- Exhibit J - Authorized Representative Designation
- Exhibit J-1 - Management Agent Authorized Representative Designation
- Exhibit K - Annual Certification of Continuing Program Compliance HOME Program
- Exhibit A-5 - Certified Management Agent Application
- Exhibit G - Change of Ownership
- Exhibit A-2 - Project Owner's Management Agent Certification



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# New COL Reporting Update



Effective January 28, 2019 - MHDC requires the use of only the last four numbers of the social security number for reporting in COL.

**Note:** If you use the XML import to upload data into COL, all social security numbers in the XML files must come with leading zeros in the first 5 positions of the SSN. For example “000001234” instead of “1234”.



# New IRS Federal Register Update



Effective February 26, 2019 - Internal Revenue Service (IRS) published in the Federal Register final regulations that amend the compliance monitoring regulations.

These final regulations revise and clarify the requirement to conduct physical inspections and review low-income certifications and other documentation.

Federal Register link: <https://www.govinfo.gov/content/pkg/FR-2019-02-26/pdf/2019-03388.pdf>.



# New IRS Federal Register Update



- Inspectors must use the IRS Sample Chart for unit determination.
- Update shortens the reasonable amount of notice of inspection to 15 Days.
- Inspectors cannot give prior notice of units/files that will be inspected.



# IRS Sample Chart



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TABLE TO PARAGRAPH (c)(2)(iii)

Number of low-income units in the low-income housing project	Number of low-income units selected for inspection or for low-income certification review (minimum unit sample size)
1 .....	1
2 .....	2
3 .....	3
4 .....	4
5-6 .....	5
7 .....	6
8-9 .....	7
10-11 .....	8
12-13 .....	9
14-16 .....	10
17-18 .....	11
19-21 .....	12
22-25 .....	13
26-29 .....	14
30-34 .....	15
35-40 .....	16
41-47 .....	17
48-56 .....	18
57-67 .....	19
68-81 .....	20
82-101 .....	21
102-130 .....	22
131-175 .....	23
176-257 .....	24
258-449 .....	25
450-1,461 .....	26
1,462-9,999 .....	27



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# Exhibit Updates

- **Exhibit M-1:** HOME Program Certification of Student Eligibility (updated 9/18/18)
- **Exhibit O:** Tenant Eviction Language Lease Addendum (updated 7/10/18)
- **Exhibit Z:** Housing Priority Checklist (updated 7/24/18)
- **Exhibit A-6:** Authorization for Release of Information (updated 10/1/18)
- **Chattel List** (October 2018)

# New Fair Housing Requirements



- Post Fair Housing posters.
- Make Fair Housing brochures available.

[http://portal.hud.gov/hudportal/HUD?src=/program\\_offices/fair\\_housing\\_equal\\_opp/marketing](http://portal.hud.gov/hudportal/HUD?src=/program_offices/fair_housing_equal_opp/marketing)

- Enforcement began with inspections as of 4/1/17.



# New Transfer of Physical Assets Policy



- New TPA Application (Form #TPA01)
  - Timeframes
    - Limited Partner transfers = 15 days
    - General Partner transfers = 30 days
    - Full Transfers (tax credit or loan) = 45 days
- Note:** End of year TPAs must be in no later than November 1 or processing may not occur by December 31.
- January 1, 2019 - TPA Processing Fees go into effect

[http://www.mhdc.com/program\\_compliance/index.htm](http://www.mhdc.com/program_compliance/index.htm)



# Cost Per Unit Data



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Entire AMRS Portfolio  
 2015 Expense/Per Unit

LIHTC On	Urban / Rural	Dev Ty	Const. Type	City	County	Num Unit	Admin	Utility	Operating & Maintenan	Real Estate Taxes	Property And Liability Insuranc	Taxes And Ins Other	R4R Deposit	Total Expense	Exp / Un
YES	RURAL	FAMILY	NEW	Kirksville	Adair	25	\$37,130	\$11,555	\$37,620	\$10,978	\$10,102	\$0	\$6,875	\$114,260	\$4,570
NO	RURAL	ELDERLY	REHAB	Kirksville	Adair	60	\$72,429	\$13,778	\$67,281	\$16,164	\$13,809	\$11,634	\$48,454	\$243,549	\$4,059
NO	RURAL	ELDERLY	NEW	Kirksville	Adair	50	\$104,479	\$36,562	\$40,867	\$10,952	\$20,306	\$13,729	\$12,060	\$238,955	\$4,779
NO	RURAL	FAMILY	REHAB	Kirksville	Adair	18	\$24,264	\$6,783	\$19,044	\$7,084	\$7,757	\$2,056	\$6,490	\$73,478	\$4,082
NO	RURAL	FAMILY	NEW	Kirksville	Adair	42	\$64,569	\$6,425	\$49,641	\$11,576	\$7,900	\$9,405	\$16,400	\$165,916	\$3,950
NO	RURAL	FAMILY	NEW	Kirksville	Adair	32	\$26,090	\$11,486	\$28,343	\$12,256	\$16,296	\$2,282	\$10,160	\$106,913	\$3,341
YES	RURAL	FAMILY	REHAB	Kirksville	Adair	34	\$45,278	\$40,632	\$115,739	\$7,493	\$14,435	\$5,133	\$11,050	\$239,760	\$7,052
YES	URBAN	ELDERLY	NEW	Savannah	Andrew	35	\$59,895	\$24,644	\$37,296	\$8,734	\$15,390	\$8,209	\$12,252	\$166,420	\$4,755
YES	URBAN	FAMILY	REHAB	Savannah	Andrew	37	\$56,249	\$7,593	\$59,225	\$12,775	\$16,995	\$7,729	\$9,250	\$169,816	\$4,590
NO	URBAN	ELDERLY	NEW	Savannah	Andrew	40	\$47,942	\$21,731	\$40,722	\$13,031	\$17,035	\$7,642	\$14,450	\$162,553	\$4,064
NO	RURAL	FAMILY	NEW	Tarkio	Atchison	24	\$27,100	\$14,946	\$37,058	\$6,990	\$4,379	\$3,505	\$9,372	\$103,350	\$4,306
NO	RURAL	FAMILY	NEW	Mexico	Audrain	17	\$24,872	\$1,636	\$19,954	\$6,619	\$8,669	\$0	\$6,638	\$68,388	\$4,023

[http://www.mhdc.com/program\\_compliance/index.htm](http://www.mhdc.com/program_compliance/index.htm)

## • News & Updates

- [New Chapter 9 Section 8 Notice](#)
- [Fair Housing Update](#)
- [2016 Cost Per Unit](#)
- [2015 Cost Per Unit](#)
- [2014 Operating Cost Per Unit Data](#)
- [Program Compliance News & Updates](#)
- [Certified Property Management Agent Listing](#)



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# Special Needs/Service Enriched Monitoring



- FAQ Published August 3, 2018
- 30 day wait to lease period has been removed (new)
  - LRA confirmation still need
  - Document
- Is LRA meeting the residents needs?
- Making a change
  - Notify MHDC
  - Identify new LRA provider
  - MHDC must approve before any change is made
- Exhibit Z - Housing Priority Site Visit Certification for Special Needs and/or Service Enriched Properties (updated 7/24/18)



# Special Needs Unit Monitoring



- Annual inspection
- Compliance Items:
  - Proper Set-Aside
  - Services provided
- Noncompliance treatment
  - Loss of future opportunities
  - Potential suspension and/or debarment
  - Non Compliance Fees are assessed



# Service-Enriched Monitoring



- Ensure commitments made for services during application are implemented.
- Noncompliance treatment
  - Loss of future opportunities to ownership and its affiliated partners to be considered for future tax credits and MHDC financing.
  - Non Compliance Fees are assessed.



# Upcoming Initiatives



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- 2017 Cost Per Unit Data (April 2019)
- Updated Exhibit A-20 (May 2019)
- Updated LIHTC Manual (June 2019)
- AMRS 2.0 (September 2019)
- Rent Increase Policy Under Review
- Management Fee Policy Under Review



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# It's Worth the Reminder



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# Insurance Claims

- Notify MHDC immediately (24 hrs if at all possible) – regardless of financing.
- If MHDC Financed:
  - Submit notification in AMRS
  - Submit copy of the insurance claim
  - Submit insurance reimbursement check to MHDC
  - Check must be endorsed by an authorized representative

Example: “Bob Jones” endorses checks for ABC, LP.

The endorsement would read:

“ABC, LP by Bob Jones (signature)(typed/printed name) its Fiscal & Accounting manager.”



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# 1<sup>st</sup> Year Compliance Requirements



- MHDC must be notified when lease-up commences.
- All properties must submit complete and executed first year 8609s. Complete means signed by the owner with the Part II section filled out. #
- Property must be inspected for Latent Defects within nine months from construction completion date. #

# - Failure to do so will result in the property being issued an 8823 which reports noncompliance to the IRS.



# Annual Compliance Requirements



- **Exhibit A** forms must be submitted annually through COL and a copy must be emailed to MHDC's Compliance Reporting Team in accordance with the seasonal reporting schedule.

SEASONAL REPORTING SCHEDULE			
<i>Placed-In- Service Date</i>	<i>Activity Period Covered</i>	<i>COL Report Due Date</i>	<i>Exhibit A &amp; K Due Date</i>
1990, 1991, 1992, 1993, 2006, 2010, 2014, 2018, 2022, 2026, 2030, 2034, 2038, 2042	April 1 – March 31	April 15	April 30
1994, 1995, 1996, 1997, 2007, 2011, 2015, 2019, 2023, 2027, 2031, 2035, 2039, 2043	July 1 – June 30	July 15	July 31
1998, 1999, 2000, 2001, 2008, 2012, 2016, 2020, 2024, 2028, 2032, 2036, 2040, 2044	October 1 – September 30	October 15	October 31
2002, 2003, 2004, 2005, 2009, 2013, 2017, 2021, 2025, 2029, 2033, 2037, 2041, 2045	January 1 – December 31	January 15	January 31

- If HOME funded, copies of **Exhibits H and K** must also be emailed to MHDC's Compliance Reporting Team in accordance with the seasonal reporting schedule.



# Required Management Agent Documentation



- **Exhibit A-2:** MHDC Management Agent Certification or **HUD 9839-B** HUD Management Agent Certification if HUD is in first place.
- **Exhibit J:** Authorized Representative Designation
- **Exhibit J-1:** Management Authorized Representative Designation
- **Exhibit L:** Property Information Sheet
- **AFHMP** - Affirmative Fair Housing Marketing Plan



# Required Management Agent Documentation Cont...



- Management/Maintenance Plan
- Proposed Lease



# Management Plan Review



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Refer to **Exhibit A-1** Management Plan Outline and Checklist to ensure all required items are included in the property management plan.



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# Management Plan Review with Project Based Section 8



- Review 4350.3 Ch 4 for required elements of the Tenant Selection Plan.
- A copy of the Tenant Application, Tenant Selection Plan, required leases and all lease addendum and pet policies should be attached to the plans submitted to MHDC.





# Leases

- Refer to LIHTC manual page 33 section - 5.4 Leases.
- Cannot have any mid-term rent Increase language.
- Common missed clauses:
  - Obligation of the tenant to recertify income annually
  - Obligation of the tenant to notify management regarding change in student status

# Exhibit A-2: Management Agent Certification - Errors



**PLEASE NOTE: ITEMS 1 - 4 do NOT apply to LIHTC only properties.**

1. Upon receiving MHDC approval, execute a Management Agreement for the property. The Agreement will provide that the Agent will manage the property for the term and fee described below. Changes in the fee will be implemented only in accordance with MHDC's requirements.
  - (a) Term of Agreement: This Agreement shall be in effect for a period of \_\_\_\_\_ years, beginning either on the date that pre-leasing activities begin or \_\_\_\_\_ and ending one year thereafter or \_\_\_\_\_ and is thereafter automatically renewable, under the same terms and conditions for successive one-year terms.

MHDC will not approve a management fee that is inconsistent with the approved budget and MHDC policies. If the request is found to be inconsistent, MHDC reserves the right to approve a management fee based on MHDC staff changes to the request.

MHDC will not recognize management agreements and related fees outside of those stipulated on this exhibit.

- (b) Fees:
  - (1) \$ \_\_\_\_\_ per unit (during initial lease up only);
  - (2) \$ \_\_\_\_\_ per occupied unit
  - (3) **OR** \_\_\_\_\_ percentage of collected rental income

(NOTE: **Number (2) OR (3) must be completed, not both.** Collected rental income is described in the MHDC Handbook)



# Additional Management Document Errors



- Missing MHDC #/LIHTC# property identification number
- Missing Notary Signatures
- Using outdated MHDC Forms/Exhibits



# Management Agent Certification Process



- All existing and /or new management companies must be approved by MHDC
- Policy Change (10/12/18)
  - Properties with 5+ units must use Certified Property Management Agent.
  - Properties with 4 units or less may be allowed to owner manage.



# Management Agent Certification Process



- **Exhibit A-5:** Certified Property Management Application, plus all required supplemental documents.
- One, two, or three year certifications.
- Scheduled Submission Quarters - must submit 90 days before certification expires. Example, submit by 3/31/19 for 7/1/19 effective date.

**Note:** New Management Companies – must be certified before taking on new business.



# Management Agent Certification Process



<b>Quarter</b>	<b>Application</b>
<b>Effective Date</b>	<b>Due Date</b>
1/1/2019	9/30/2018
4/1/2019	12/31/2018
7/1/2019	3/31/2019
10/1/2019	6/30/2019



# Certified Management Agent Letter



Re: Management Agent Certification

Dear Mr. [REDACTED]

[REDACTED] Company Inc. has been approved as an MHDC Certified Management Agent for the term of one year. [REDACTED] Company Inc. will be placed on the approved Certified Management Agent list available at [www.mhdc.com](http://www.mhdc.com).

This certification is valid until **12/31/2017**. You must reapply prior to your existing agreement expiring. Recertification documentation must be submitted within **90 days** of expiration to allow sufficient time for MHDC review and processing. Your next application is due no later than **9/30/2017**.



# MHDC Certified Property Management Listing



## MHDC Certified Property Management Agent Listing

The management companies listed below have been approved as MHDC Certified Property Management Agents to manage properties in Missouri. Interested parties are encouraged to review the list to ensure that the chosen management agent is included, as the list may change periodically. Should you have any questions regarding the status of a management agent, please feel free to contact that management company directly. If you have questions about management requirements in Missouri, please contact Candace Maupins at 816-759-6856 or [cmaupins@mhdc.com](mailto:cmaupins@mhdc.com).

Certified Management Agent Listing as of the following date: January 12, 2018

Management Agent	Contact	Email	Telephone	Main Office Location
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[http://www.mhdc.com/program\\_compliance/index.htm](http://www.mhdc.com/program_compliance/index.htm)





# Contact Changes



- Owner/Management responsibility to make changes.
- AMRS must be updated.
- New Exhibit L must be submitted if:
  - General Partner change
  - Primary Management Contact change
  - Management Company Address change
  - Special Needs Lead Referral Agency change
  - Service-Enriched Housing Provider change



# Forms/Exhibits



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- All Asset Management Forms can be found at:  
[http://www.mhdc.com/program\\_compliance/LIHTC/forms-documents.htm](http://www.mhdc.com/program_compliance/LIHTC/forms-documents.htm).
- Make the Exhibit A-20 Asset Management Reporting Checklist your friend!



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# Affordable Housing Locator



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Missouri

**AFFORDABLE HOUSING**  
Locator



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You are at: > [Home](#)

## Welcome to the Missouri Affordable Housing Locator...

A service to help you find quality affordable rental housing in the state of Missouri. This service lists properties that are visited periodically by the Missouri Housing Development Commission for quality purposes because they participate in state and federally funded programs. Use this service to search for affordable rental housing and to help put you in contact with these properties.



**Search Now!**

Search

(City or Zip)

- OR -

[Advanced Search](#)



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**Missouri**

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## Advanced Search

Development Name:

City:

Zip:

County:

Type:

## Search by County



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## Search Criteria Entered:

County: Henry

## Search Results



**1. Greyhound Associates I (L.P.)**  
507 W. Colt  
Windsor (65360-1611)  
660-535-4305



**2. Antioch Hills (Harmon Gaines)**  
1819 Gaines Drive  
Clinton (64735-1127)  
660-885-8200



**3. Cloy Estates**  
DZF Road  
Clinton (64735)  
816-233-4850



No Photo Available

**4. Cloy Estates Phase II**  
1141 DZF Road  
Clinton (64735)  
816-233-4250

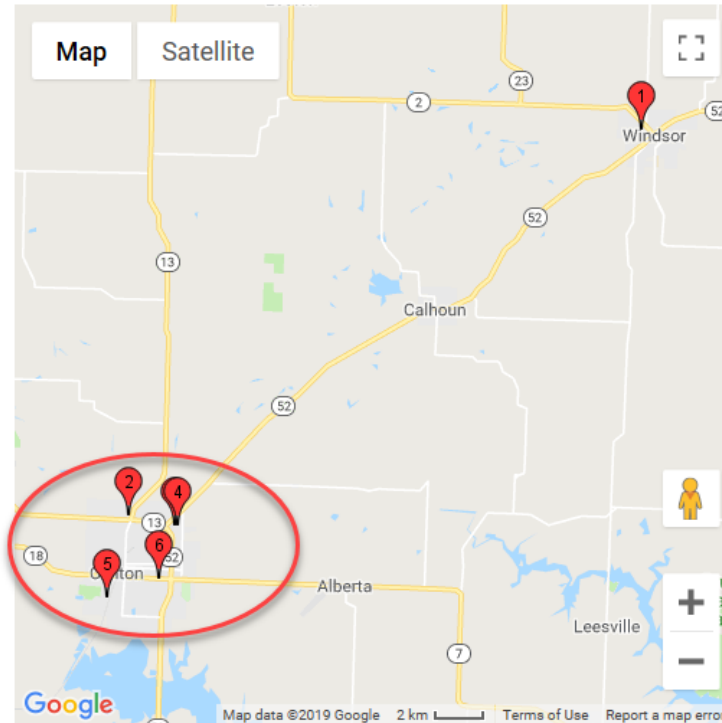


No Photo Available

**5. Key Trail Estates**  
7 Bradshaw & 100 Walnut  
Clinton (64735)  
660-885-5852



**6. Kenton Place**  
1101 E. Ohio  
Clinton (64735)  
913-341-3113



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