

## EXHIBIT T – OWNER’S REQUEST FOR AN EXTENSION AND/OR ACTION PLAN

Property Name: \_\_\_\_\_ Property Number: \_\_\_\_\_  
Address: \_\_\_\_\_ Date of Submission: \_\_\_\_\_  
Applicant/Resident: \_\_\_\_\_ Unit Number: \_\_\_\_\_

*MHDC LIHTC property owners or their designees must submit this form when it becomes necessary to seek a time extension. IRC §42 allows up to a total of six months (five months beyond the normal 30-Day correction period) or 180-days from the date the summary report or MHDC request was issued, the detailed request for an extension must be received prior to any established response due date. Any request requires an Action Plan, including a detailed justification statement.*

### THIS SECTION MUST BE COMPLETED ENTIRELY

We are requesting an extension of \_\_\_\_\_ month(s) in order to respond to the:

- ☐ Physical Inspection
- ☐ Annual Report Submission Deadline
- ☐ Management/Ownership Change
- ☐ Miscellaneous MHDC Request or Review
- ☐ Other (explain): \_\_\_\_\_

**This request form must be submitted within 10 calendar days of the date on the inspection close out letter, accompanied by a detailed Justification Statement (i.e., contractor delays) and an Action Plan. At a minimum, Action Plans must include:**

- a. A list of deficiencies being corrected,
- b. A proposed course of action,
- c. A date for completing the corrective action, and
- d. A monthly progress update to be submitted to the Compliance Officer or MHDC Representative by the 10<sup>th</sup> of each month until all items have been corrected.

### **Signature:**

\_\_\_\_\_  
(Owner or Designee’s Signature) \_\_\_\_\_ (Printed Name)  
\_\_\_\_\_  
(Telephone Number) \_\_\_\_\_ (E-mail address)

**Note:** Section 1001 of Title 18 of the U.S. Code makes it a criminal offense to make willful false statement or misrepresentations to any Department or Agency of the United States as to any matter within its jurisdiction.

### **State Agency Approval:**

\_\_\_\_\_  
MHDC Representative \_\_\_\_\_ (Date)

### **Please mail requests to:**

Missouri Housing Development Commission  
Attention: Tasha Douglas, Asset Management  
505 N. 7<sup>th</sup> Street, 20<sup>th</sup> Floor, Suite 2000  
St. Louis, MO 63101

**Or email requests to: [tdouglas@mhdc.com](mailto:tdouglas@mhdc.com)**

Electronic Submission Agreement and Disclosure: Once signed, a scanned version of this document may be submitted electronically to MHDC via email. If submitted as such, the undersigned agrees that the signature is to be treated as an original signature and the document (in the form of a photocopy, PDF, or other electronic form) is to be treated as an original document with the same legal effect and enforceability as the original signed document. Regardless, MHDC in its sole and absolute discretion reserves the right to request an original signed hard copy as deemed necessary. The undersigned is responsible for retaining the original signed hard copy in his or her files.