

Preservation Letter Checklist

The following is a list of items that need to be discussed and provided to MHDC's site reviewers to aid MHDC in assessing a property requesting a preservation letter.

1. Contact Scott Hanak, Director of Asset Management, to set up the site review – shanak@mhdc.com or 314-877-1350. Please provide three dates and times that can work for the development team. MHDC will do its best to accommodate. Please note the MHDC deadline date that site visits must be conducted by. This date was provided during the Developer Application Workshop.
2. Conduct On-site meeting to discuss:
 - Type of property (family/elderly).
 - Type of financing structure the property is currently operating under.
 - Indicate proposed funding structure under the new application.
 - Indicate the number of units, unit mix and provide description of unit types (1 Br/ 2 Br/ 3 Br).
 - Provide a proposed scope of work describing improvements to be made to the units, common spaces and exterior of the property. **Note:** This scope is not the actual scope of work that will be required at the time of application submission.
 - ADA Compliance.
 - Type of services the property is currently offering, or is planning to offer to residents.
 - Any problem areas.
 - Summary of planned budget to make improvements.
3. Provide any drawings that show layouts of the site/ layout of the units.
4. Conduct on-site tour, showing:
 - All interior common areas -hallways /stairways/meeting rooms/laundry room/ offices.
 - Example of each bedroom size
 - Exteriors of all buildings
 - All outdoor common areas – parking lot, playground, picnic areas, walkways, etc.

Note: Previous unfunded applications that received a preservation letter in previous years do not need to schedule an onsite visit. Contact Scott Hanak at shanak@mhdc.com to receive a new letter that corresponds with the QAP year under consideration.

If you or someone you know served in the U.S. Armed Forces, we encourage you to visit <http://veteranbenefits.mo.gov> or call (573) 751-3779 to learn about available resources.