

EXHIBIT P – REQUEST FOR COMMON USE UNIT

Property Name: _____ Property Number: _____

Property Address: _____ Date: _____

Identify which type of COMMON USE UNIT is being requested or canceled:

☐ **Management**

☐ **Maintenance**

☐ **Security unit**

Complete information below if requesting ☐ or canceling ☐ a COMMON USE UNIT.

Total number of units in the development: _____

Total number of currently approved COMMON USE UNITS: _____

What size unit is being requested ☐ OR canceled ☐ : _____

Unit number or address: _____

Fill out the following for each type of requested unit:

Is the Employee Full Time? Yes ☐ No ☐

Number of hours per week: _____

Work hours: _____

Number of people in the household: _____

REQUEST For a Full Time Management Unit:

Provide a Narrative of why the unit is needed:

Provide a Narrative of what duties and responsibilities this person will have:

REQUEST For a Maintenance Unit:

Provide a Narrative of why the unit is needed:

Provide a Narrative of what duties and responsibilities this person will have:

Will any maintenance work be performed by contractors?

If yes, please identify:

REQUEST For a Security Unit:

Provide a Narrative of why the unit is needed:

Provide a Narrative of what duties and responsibilities this person will have:

Provide a copy of a crime report for the immediate area:

Provide a copy of the security contract:

Provide credentials/resume or contract for individual who will be providing security:

NOTE: If this is a multi-building development, please provide a building layout map indicating the building in which the requested unit is located.

Requested by: _____

Signature of Owner/Authorized Representative: _____

Printed name: _____

Contact phone number: _____

Please submit all requests by fax, mail or email to the following address:

MHDC-LIHTC-Asset Management
920 Main, Suite 1400
Kansas City, MO 64105
Email address:
cmaupins@mhdc.com
Fax: 816-759-6858

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.