

Exhibit T – Owner’s Request for an Extension and Action Plan

Property Information	
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	Management/Ownership Change
Annual Report Submission Deadline	Miscellaneous MHDC Request or Review
Other (Please Explain): _____	

This request form must be submitted within 10 calendar days from the date the summary report was issued to the Owner/Agent, accompanied by a detailed Justification Statement (i.e., contractor delays) and an Action Plan. At a minimum, Action Plans must include:

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

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.

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 their files.

Owner or Designee’s Signature:	Date:
Printed Name:	
Email Address:	Phone Number:

Please mail requests to:

Missouri Housing Development Commission
Attention: Carla Boster, Asset Management
505 N. 7th Street, 20th Floor, Suite 2000
St. Louis, MO 63101

Or email requests to: cboster@mhdc.com