

## Qualified Contract Request Application – QCP-3

Please complete and return with the required documentation to:

**Missouri Housing Development Commission**

**Please direct questions to:** Program Compliance Administrator

**Phone:** 816.759.6856

### 1. Name, address and LIHTC number of Property:

Property Name: \_\_\_\_\_

Address: \_\_\_\_\_

LIHTC Property Number: \_\_\_\_\_

### 2. Information on partners in the ownership entity: (please list any additional partners on an attachment)

Name: \_\_\_\_\_

Address: \_\_\_\_\_

Phone Number: \_\_\_\_\_

Email: \_\_\_\_\_

Ownership Type: \_\_\_\_\_

General Partner

Limited Partner

Name: \_\_\_\_\_

Address: \_\_\_\_\_

Phone Number: \_\_\_\_\_

Email: \_\_\_\_\_

Ownership Type: \_\_\_\_\_

General Partner

Limited Partner

Name: \_\_\_\_\_

Address: \_\_\_\_\_

Phone Number: \_\_\_\_\_

Email: \_\_\_\_\_

Ownership Type: \_\_\_\_\_

General Partner

Limited Partner

### 3. Property Details:

a.) How many buildings are on the property?

b.) Please indicate below the date that each building was placed in service and the first year in which credits were claimed on each.

Are copies of original 8609's for each building available upon request:      Yes      No

Building Identification No. (BIN)	Placed in Service Date	1 <sup>st</sup> Year Credits Claimed	Building Identification No. (BIN)	Placed in Service Date	1 <sup>st</sup> Year Credits Claimed

c.) Does the Extended Use Agreement state that the owner may request a qualified contract from MHDC?

Yes No

d.) Is the property mixed income (contains unrestricted units)? Yes No

e.) Does the partnership agreement or other legal documentation permit any form of preference for purchasing the property? (For example, a right of first refusal granted to a nonprofit partner.) Yes No

If Yes, please provide the relevant documentation and information on the individual or entity holding such right.

Name:

Address 1:

Address 2:

Phone Number:

f.) Does the partnership agreement or other legal documentation provide for any form of agreement to sell the property for less than Fair Market Value? Yes No

If yes, please provide the relevant documentation and information on the individual or entity holding such right.

Name:

Address 1:

Address 2:

Phone Number:

g.) Is the owner willing to obtain a waiver of the above option(s) or right of first refusal? Yes No

If yes, attach copy of waiver. If No, explain below.

#### 4. Noncompliance:

a.) Does the property have any uncorrected 8823 violations filed with the IRS? Yes No

If Yes, please state the nature and date of the violation (include copies of all uncorrected 8823s).

Nature of Violation	Violation Date

b.) Please explain below the current physical condition of the property.

#### 5. Affordability Restrictions: In addition to the questions below, submit a copy of the loan agreement.

a.) Is the property subject to additional affordability restrictions due to loan agreements (i.e., USDA Rural Development, MHDC, HOME, State/local funding, etc.)? Yes No

If Yes, please describe below the program and affordability period.

b.) Does the property have project based rental assistance?      Yes      No

If Yes, please describe below the program details. Also, please submit a copy of the contract authorizing the assistance.

Please provide any additional information that may influence the sale of this property.

I certify, as authorized representative of the ownership entity, to the best of my knowledge and belief, that all factual information provided herein or in connection herewith is true and correct and that I will at all times indemnify and hold harmless MHDC and its assigns against all losses, costs, damages, and liabilities of any nature directly or indirectly resulting from, arising out of, or relating to MHDC's acceptance, consideration, approval, or disapproval of this Application. I understand and agree that the mandatory waiting period to find a qualified buyer will not begin until all items required have been submitted and fully supported. The waiting period is defined as the greater of 365 days from the posting of the property being placed for sale on MHDC's website [www.mhdc.com](http://www.mhdc.com) or the 1st day the property enters its extended use period.

To complete the application, I have attached the following documents:

- a) copies of all uncorrected 8823s with evidence of resolution;
- b) interior and exterior photos;
- c) narrative description to include financing, equity contributions, unit structure and current rent levels, occupancy levels, and market conditions;
- d) location map;
- e) site plan and
- f) name and contact information of the current owner and management company.

Owner:	By:
Signature:	Date:
Printed Name of Signatory:	

STATE OF MISSOURI \_\_\_\_\_ )  
 \_\_\_\_\_ ) ss.

County of \_\_\_\_\_ )

The foregoing instrument was acknowledged before me this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_\_, by

My Commission expires: \_\_\_\_\_

(SEAL)

Notary Public