



MISSOURI HOUSING DEVELOPMENT COMMISSION
CERTIFIED PROPERTY MANAGEMENT COMPANY/AGENT APPLICATION
EXHIBIT A-5

Name of Management Agent:
Contact:
President or General Partner:
Chief Financial Officer:
Chief Operating Officer:
All Other Officers, Directors
or Partners:

Street Address:
City:
State:
Zip:
Telephone No.:
Fax No.:
Email / Web Site Address:
EIN/TIN:

- 1. Indicate the organizational structure of the management company/agent. Please Select From Drop Down Box
- 2. Is the organization domiciled in the state of Missouri and in good standing? Please Check Appropriate Box
If YES, provide a copy of the Certificate of Good Standing. YES NO
If NO, is the organization domiciled in another state in good standing and authorized to do business in the state of Missouri? Please Check Appropriate Box
If YES, provide a copy of the Certificate of Good Standing/Authorization to do Business for Missouri YES NO

3. How many years has the management company been in the affordable housing industry?

[Redacted]

4. List all property management firms that the above officers/principals/owners have and/or have had an ownership interest or management role in during the past five (5) years:

[Redacted]

5. Is an officer or a principal in the firm a licensed real estate broker in the state of Missouri?

Please Check Appropriate Box

If YES, list names, brokers' licenses, and expiration dates.

If NO, please explain.

YES NO

[Redacted]

6. Does the property management firm have fidelity coverage?

Please Check Appropriate Box

If YES, provide proof of fidelity coverage and the amount of coverage:

YES NO

[Redacted]

7. Are you a member of any of the following?

Please Check All That Apply

- Institute of Real Estate Management
- National Association of Home Builders
- National Leased Housing Association
- National Apartment Association
- National Affordable Housing Management Association
- Other, Specify Below

Other

[Redacted]

8. Please list all seminars and/or industry meetings attended by pertinent staff listed on Exhibit A-7 in the last twelve (12) months:

9. Have any violations been issued in the past 36 months in the following categories below?

Please Check Appropriate Box

YES NO

If YES, please indicate below. Please provide documentation regarding what authority issued the notice and proof that the violation has been corrected/remediated for the 2nd and 3rd items below. This information may be verified by MHDC staff.

Please Check if Corrected or Non-Corrected

- | | |
|---|------------------------|
| <input type="checkbox"/> 1) Violations of health, safety and building codes
(documentation may include citations from local authorities , 8823s, code violation notices, etc.) | <input type="text"/> ▼ |
| <input type="checkbox"/> 2) Refusal to lease to Section 8 voucher holders
(documentation may include notices from HUD, The Commision on Human Rights, etc.) | <input type="text"/> ▼ |
| <input type="checkbox"/> 3) Violations of the Fair Housing Act
(documentation may include notices from HUD, The Commision on Human Rights, etc.) | <input type="text"/> ▼ |
| <input type="checkbox"/> 4) Leasing to unqualified tenants | <input type="text"/> ▼ |
| <input type="checkbox"/> 5) Lack of proper documentation | <input type="text"/> ▼ |
| <input type="checkbox"/> 6) General noncompliance with governing regulations | <input type="text"/> ▼ |

10. Has MHDC ever recommended that the management company obtain additional training or technical assistance?

Please Check Appropriate Box

If YES, when and for what properties?

<u>Dates</u>	<u>Properties</u>

YES NO

11. Do you have any properties currently out of compliance?

Please Check Appropriate Box

YES NO

If YES, please explain below:

12. Have you identified a pattern of noncompliance findings (either corrected or non-corrected) for specific properties or company wide?

Please Check Appropriate Box

YES NO

If YES, please explain what is being done to rectify this issue:

13. Is the management company/agent currently, or has it been, within the past five (5) years, involved in litigation with the exception of routine resident occupancy matters (rent collection/evictions)?

Please Check Appropriate Box

YES NO

If YES, please explain below:

14. Disclose any management contracts terminated within the last five (5) years, including the reason for termination.

[Redacted area]

15. Has the management company/agent or any of its past or present personnel ever been involved in a governmental or judicial action concerning a violation of Fair Housing Laws (local, state or federal) in the last 10 years?

Please Check Appropriate Box YES NO

If YES, please explain below:

[Redacted area]

16. Has the Management company/agent, or any of its principles, ever been suspended or debarred by the U. S. Department of Housing and Urban Development or any other entity?

Please Check Appropriate Box YES NO

If YES, please explain below. Include when, why and what entity:

[Redacted area]

17. Is the management company/agent currently suspended or debarred by the U. S. Department of Housing and Urban Development or any other entity?

Please Check Appropriate Box YES NO

If YES, please explain below. Include when, why and what entity:

[Redacted area]

18. Does the management company/agent maintain a policy and procedures manual covering all aspects of the management of the property(ies)? MHDC reserves the right to review all policies and procedures manuals.

Please Check Appropriate Box YES NO

If NO, please explain.

[Redacted area]

19. Please attach:

- a. An organizational chart of the management company/agent showing all officers and key management personnel.
- b. A brief resume of all key management personnel to include years of experience, educational background, and any currently active professional designations such as the HCCP, SHCM and CPM designations.
- c. Supporting documentation for the number of years that the management company/agent has been active in the management of multifamily apartment communities.
- d. A list of all multifamily communities currently managed by the management company/agent to include location, number of units, and type of property (e.g., conventional, assisted, tax credit).
Place an asterisk* next to all properties that are MHDC financed.
- e. Exhibit A-6 Authorization for Release of Information
- f. Exhibit A-7 Project Training Certificate List and Certificates.

I CERTIFY THAT THE INFORMATION PROVIDED HEREIN IS ACCURATE AND COMPLETE. I UNDERSTAND THAT ANY MISREPRESENTATION, FALSE INFORMATION OR OMISSION MAY RESULT IN DISQUALIFICATION OF THIS APPLICATION. I UNDERSTAND THAT I HAVE AN AFFIRMATIVE OBLIGATION TO UPDATE ANY CHANGE IN CIRCUMSTANCES AND/OR INFORMATION WITHIN 30 DAYS OF THE CHANGE.

Electronic Submission Agreement and Disclosure: Once signed, a scanned version of this document may be submitted electronically to MHDC via email. **If submitting the document as part of a Transfer of Physical Assets (TPA), please include with your TPA package submitted to TPA@mhdc.com. If document is NOT part of a TPA, please submit to managementapp@mhdc.com.**

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 of the document as it deems necessary. The undersigned is responsible for retaining the original signed hard copy in his/her files.

Signature (Officer/Principal)

Title

Date