

## Preservation Letter Process

To be considered for the Preservation Priority, one of the requirements for application submission is a letter from MHDC indicating the need for preservation is required. To request a Preservation Letter, contact Scott Hanak, Director of Asset Management by email at [shanak@mhdc.com](mailto:shanak@mhdc.com). All requests for a preservation letter must be received by 5:00 p.m CST on Friday, August 9, 2024.

**The following is a list of items that must be submitted with the request to aid MHDC in assessing a property requesting a preservation letter:**

1. Brief description of property location and surrounding area.
2. Type of property (family/elderly).
3. Indicate type of financing structure the property is currently operating under.
4. Indicate proposed funding structure under the new application.
5. Indicate the number of units, unit mix and provide description of unit types (1 Br/ 2 Br/ 3 Br).
6. Brief description of common areas including exterior /interior.
7. Brief description of current physical condition of property.
8. Brief description indicating if the property is ADA compliant.
9. Brief description of any services the property is or is planning to offer to residents.
10. Provide any drawings that show layouts of the site/ layout of the units.
11. Provide pictures or video showing current condition of property.
  - Views of building front/back/sides
  - Views of kitchen/bathroom/bedroom
  - Views of utility closet w/ furnace/hot water tank
  - View of electrical service panel
  - Views of interior common areas-hallways /stairways/meeting rooms/laundry room/offices
  - View of problem areas
  - Views showing entry to property from major street, parking lot, property signs, walkways, outdoor common areas
12. Brief description of the 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.
13. Brief summary of planned budget to make improvements.

**Note:**

- ✓ MHDC has the discretion to request and schedule an on-site inspection of the property.
- ✓ Previous unfunded applications that received a preservation letter in previous years must submit the information to receive a new letter under the 2025 QAP. Preservation letters issued in previous years will not be accepted.

*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.*