

BORROWER ASSET AND PROPERTY MANAGEMENT PLAN

Project Information

Date:	Project Name:
Project Address:	Project ID#:
City, State, Zip:	Contact Person
Phone Number:	Email

Project Info/Borrower:	Contact Person
Phone:	Phone
	Email

Owner/Sponsor (If different from Borrower):	Contact Person
Borrower Address:	Email
City, State, Zip;	

Managing Agent:	Contact Person
Phone:	Email

Physical Description of the Project

Year Built:	Number of Buildings:
Year Rehabbed:	Number of Stories:

Type of Construction:

Total number of Units:

Total number of Restricted Units:

Project Amenities (Provide Examples):

Project Commercial Space:

Is the Project on a Ground Lease? Yes No

Who is the PHB Construction Coordinator?

Please choose best one to describe project:

Please provide project summary. Describe your project and what is being done.

Please enter the dates of the project; Start Date Estimated Completion Date

Financing Plan

Who is the PHB finance coordinator of this project?

Who is the construction lender(s)?

List Senior debt with terms

Are federal funds included in the financing (HOME – CDBG)? Yes No

Will there be a need for a "Relocation Plan" Yes No

Please describe any energy efficient elements or design and material decisions which will contain operating expenses over time to the project.

What subsidies, if any, has the project been awarded? (i.e. Section 8, PBV, etc)

What is the projection for the length of any third party subsidy program?

Is this property being financed with the State i.e. 4% tax credit? Yes No

Type of financing:

If LIHTC has the LP been set up? Yes No

What is the name of the Limited Partnership (If Applicable)

Do the priority payments in the limited partnership agreement align with PHB documents? Yes No

If no: Please attach property cash flow property payment section of LP agreement.

What year is being considered Year 15?

What is the LIHTC ownership structure? Please explain in each category:

General Partner

Limited Partner

Special Partner, if applicable

What reserve accounts have been set up?

Please outline the per unit annual reserve deposits required and any annual escalation for all applicable lenders.

Property Management

Identify your property management entity and enclose a copy of the property management agreement

Is there an on-site property management office? Yes No

Fill out and attach a copy of the PHB property management agreement checklist found on the PHB website. [Non-Home Checklist](#) or [Home Checklist](#) as applicable.

Is there a designated manager unit? Yes No

If yes, is the unit "restricted"? Yes No

Marketing & Outreach

Include a copy of the project's fair housing policy

If applicable Include a copy of the [Affirmative Fair Housing Marketing Plan](#)

Resident Selection

Is a waiting list required? Yes No

If so, why?

What is the applied income-to-rent ratio? (PHB requires maximum: 1.5:1, although project can accept those with a greater rent burden).

Lease

PHB expects that all current and applicable landlord/tenant laws are followed and all current city ordinances are adhered to.

Provide a copy of the tenant lease and all [required addendums](#) if HOME funded.

Is the Rent Schedule completed (to be prepared 180 days prior to project completion and submitted to Asset Management for review and approval)? Yes No

If Yes, please attach:

Which utility allowance method will the property will be utilizing? Choose below and attach appropriate documentation:

HUD Energy Consumption Model*

Public Housing Authority Utility Rates*

**HOME funded and Project Based Rental Assistance projects are subject to specific federal rules and may require a waiver from HUD. Please reference PHB's utility allowance policy.*

Resident Services Plan

If PHB has allowed a Resident Service Fee as an expense in the Pro Forma, you are required to submit a resident services plan.

Monitoring Strategy

What financial performance standards will be used for project evaluation?

What is the process for on-going evaluation of the performance of the property manager?

Who will be responsible for periodic compliance reports to PHB?

Name:

Email:

Organization:

Submitted by;

Signature _____

Title _____

Date _____