

EXHIBIT EUP-6

EXTENDED USE PERIOD (EUP)

REQUEST FOR INCOME WAIVER FORM

Date:			
To:		Property name:	
		Property number(s):	
		Property Address:	

Please consider this our request for an income waiver to 80% of Area Median Income (as defined by HUD). We have attached the following documents (please check all that apply):

NOTE: Requested information containing an asterisk(*) must cover the 12 month period prior to the waiver request.

- Copy of the most recent audited financial statement with notes.
- *A current pro forma.
- *A comprehensive list of all property enhancements
- *Copies of monthly Rent Rolls.
- *Move-in/move-out occupancy data.
- *Marketing efforts/traffic reports and copies of all invoices for marketing expenses.
- *Copies of newspaper ads, flyers etc.
- *A detailed list of all concessions and/or losses to lease
- *Copies of tenant satisfaction surveys (if you have not been completing these in the past complete tenant satisfaction surveys with all current tenants).
- Copies of denied applications, especially for denials due to over income applicants.
- Proof that the proper income limits (i.e., MTSP, HERA, National Non-Metro limits, etc.) are being used.
- If a waiting list is maintained, a notarized statement that the specific development has no eligible applicants on their waiting list and that the owner/owner agent is advertising aggressively to fill all vacancies.
- Copies of comparable market surveys with rent comparables from at least three non subsidized properties in the specific geographical location and/or HUD MSA.
- Back up documentation for all statements made in the request letter, if not covered above.
- Any additional documentation that supports the request for an income waiver.

 Owners Signature
 EXHIBIT EUP-6 (ORG. 5/25/2010)

 Date
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