

EXHIBIT P – REQUEST FOR COMMON USE UNIT

Property Name: _____ Property Number: _____

Property Address: _____ Date: _____

Identify which type of Common Use Unit being requested or canceled:

Management

Maintenance

Security unit

Complete information below if requesting or canceling a Common Use unit.

Total number of units in the development: _____

Total number of currently approved Common use units: _____

What size unit is being requested OR canceled: _____

Unit number or address: _____

Only Continue to fill out the following for each requested unit.

Is the Employee Full Time? Yes No

Number of hours per week: _____

Work Hours: _____

Number of people in the household: _____

REQUEST For a Full Time Management unit:

Provide a Narrative of why the unit is needed:

Provide a Narrative of what duties and responsibilities this person will have:

REQUEST For a Maintenance unit:

Provide a Narrative of why the unit is needed:

Provide a Narrative of what duties and responsibilities this person will have:

Will any maintenance be contracted:

If yes, please identify:

REQUEST For Security unit :

Provide a Narrative of why the unit is needed:

Provide a Narrative of what duties and responsibilities this person will have:

Provide a copy of a Crime report for the immediate area.

Provide a copy of the security contract.

Provide credentials/resume or contract for individual who will be providing security.

NOTE: If this is a multi-building development, please provide a building layout map indicating the building in which the requested unit is located.

Requested by: _____

Signature of Owner/Authorized Representative: _____

Printed name: _____

Contact phone number: _____

Please submit all requests to the following by fax, mail or email:

MHDC-LIHTC-Asset Management

Attention: Brenda York-Keegan

3435 Broadway

Kansas City, MO 64111

Email address: bykeegan@mhdc.com

Fax: 816-759-6838