

EXHIBIT P – REQUEST FOR COMMON USE UNIT

Property Name: _____ Property Number: _____

Property Address: _____ Date: _____

Identify which type of COMMON USE UNIT is 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: _____

Fill out the following for each type of 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 work be performed by contractors?

If yes, please identify:

REQUEST For a 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 by fax, mail or email to the following address:

MHDC-LIHTC-Asset Management
920 Main, Suite 1400
Kansas City, MO 64105
Email address: cmaupins@mhdc.com
Fax: 816-759-6858