

MEMORANDUM

DATE: August 14, 2020

TO: 2020 LIHTC QAP Applicants

SH 8/14/2020

FROM: Scott Hanak, Director of Asset Management

SUBJECT: 2020 Preservation Letter Procedures

The following is a list of items to aid MHDC in assessing a property requesting a preservation letter since a physical site visit cannot occur at this time due to COVID -19.

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. Briefly, provide a 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. Please be brief.
13. Brief summary of planned budget to make improvements.