PROPOSAL FOR MANAGEMENT AGENT

For Approval of: _____Initial Agent or _____Change of Agent

This proposal is submitted as an application by the sponsor and management agent named below to provide management services for the project known as: ___________________________ and located at:

2. Residential units (complete for all that apply):
   ________________________________________________________________

Part 1. PROJECT INFORMATION

1. HCD Contract or Loan Number: ___________________________
   Number: _____ Total _____ HCD _____ TCAC _____ Other Subsidy
   _____ Market Rate _____ Other Space (specify)____________________
   Type: ____Multi-Family ____ Elderly ____ Special Needs _____ Other (specify)

3. Commercial space: _____________ square feet

4. Other non-residential space: __________________ square feet (Office space, common area, community center, day-care center, special needs area, etc.) ____________________________

Part 2. PROPOSED MANAGEMENT AGENT INFORMATION

5. Name of Organization:  _________________________________________________
   Mailing Address:   _________________________________________________
   Contact Person, Title:  _________________________________________________
   Telephone, FAX Numbers: _________________________________________________
   Email: _________________________________________________

6. Type of Organization:
   A. ___ Corporation ___ Partnership ___ Sole Proprietor
   B. ___ For Profit ___ Nonprofit ___ Local Government
   C. ___ Other (specify) ___ LLC

7. For how many years and what types of rental housing or commercial space has the proposed agent managed?
   A. Subsidized Housing _________________
   B. Private Rental Housing _________________
   C. Commercial Space _________________
8. By type of project, how many projects does the proposed agent currently have under management?

<table>
<thead>
<tr>
<th></th>
<th>Total #</th>
<th># Family</th>
<th># Elderly</th>
<th>#Other</th>
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</thead>
<tbody>
<tr>
<td>Subsidized Housing</td>
<td>______</td>
<td>______</td>
<td>______</td>
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<tr>
<td>Private Rental Housing</td>
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<tr>
<td>Commercial Property</td>
<td>______</td>
<td>______</td>
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Description, as needed:

**Part 3. REQUIRED DOCUMENTATION**

Attach the following information to this Proposal for Management Agent. The sponsor must submit copies of the Proposal and other necessary documents to the Department. A fully complete package will facilitate timely approval by the Department.

9. A statement from the sponsor describing the sponsor's advertising, selection process and basis for recommendation of the proposed agent.

10. A copy of the proposed agent's real estate broker's license or statement of reason for exemption.

11. A copy of the Management Corporation's certificate of status and statement of officers (if applicable).

12. A list of the rental properties currently and previously managed by the proposed agent, including the following information for each project:

   a. Project name and address
   b. Number and type (e.g., multi-family, special needs, elderly) of units
   c. Dates during which project was managed
   d. Types of financing, (i.e., conventional, public funds, low income tax credits or other). If other public funds are part of the project financing, specify which source and type of funding (i.e., federal, state, or local; loans, grants, bonds, other contributions).
   e. Other items as requested by the Department e.g.: names and address of owners and other governmental agencies/staff involved.

**Part 4. CERTIFICATION**

We certify that the information contained in this proposal is true and correct to the best of our knowledge and belief.

Project Sponsor: 

Name of Organization

Signature of Authorized Representative

Title

Date

Proposed Management Agent:

Name of Organization

Signature of Authorized Representative

Title

Date