**ATTACHMENT 4c: QUALIFYING PROJECT FORM – Property Management**

|  |  |
| --- | --- |
| **Experience Category** | 1. Property Management
 |
| **Example Number (i.e. 1 of 2)** |  |
| **Project Name and Address** |  |
| **Property Management Company Name** |  |
| **Project Type** (i.e. new construction, rehabilitation) |  |
| **Property Management Dates:** | Start Date: |
| **Construction Type(s)** (indicate material, *i.e.* wood, steel, etc) |  |
| **Total Number of Residential Units** |  |
| **Unit Mix** (*i.e*. # of studios, 1-Bdrms, etc; most restricted Area Median Income breakdown, average affordability level) |

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Unit Type | < 30% AMI | 40% AMI | 50% AMI | 60% AMI |
| Studio |  |  |  |  |
| 1-br |  |  |  |  |
| 2-br |  |  |  |  |
| 3-br |  |  |  |  |

Total Number of Units: \_\_\_\_\_\_\_\_\_\_\_\_Average Affordability Level: \_\_\_\_\_\_\_\_\_\_\_\_Number of Formerly Homeless Households: \_\_\_\_\_\_\_\_\_\_\_\_\_\_ |
| **Rental or Ownership?** |  |
| **Population Breakdown** (*i.e.* Family Rental, Senior Rental, Supportive Housing) |  |
| **Amenities Included** (*i.e.* community room, front desk, laundry, resident courtyards) |  |
| **Any Commercial Uses under same property management? If so, please list/describe** |  |
| **Total Square Footage of Commercial Area and Use,** if any |  |
| **Summary of Financing Sources** (indicate construction and permanent financing sources and amounts) |  |
| **Government Affordable Housing Program Involvement** (briefly describe) |  |
| **What is the Per Unit/Per Annum Operating Expense?** |  |
| **Operating Budget/Schedule Variance** (describe any variance from budget and schedule approved at construction start; explain amount, length of time, reasons and source of funds to cover additional costs) |  |
| **Incorporated principles of racial equity into services provided (Y/N)?** |  |
| **Used effective strategies for working with service providers (Y/N)?** |  |

Add additional information here that demonstrates that the Property Manager meets the Minimum Qualifications.

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