

EXHIBIT 1
PENNSYLVANIA HOUSING FINANCE AGENCY
MANAGEMENT AGENT QUESTIONNAIRE

Development: _____ PHFA No.: _____

Name of Management Agent: _____

Management Agent Office Locations

Address:

Principal Office: _____

Other Offices: _____

Officer Names: _____

Territory and Major Cities Covered:

Principal Office: _____

Other Offices: _____

Phone:

Principal Office: _____

Other Offices: _____

Section I - General Information

A. Indicate the legal nature of the management agent.

Corporation _____

Partnership _____

Proprietorship _____

Other (specify) _____

B. Is the management agent a subsidiary of another corporation? YES NO

If yes, please provide name and address of parent corporation and describe relationship.

C. If the management agent and/or its parent are engaged in business activities other than property management, please describe:

D. How many years has the management agent been active in housing management?

E. Is the firm a licensed Real Estate Broker in the state of Pennsylvania?

YES NO

If yes, what is the Broker's License Number? _____

If no, is the Management Agent an entity of the owner? YES NO

Section II - Personnel

A. List separately job titles and number of personnel employed by the management agent in the management office.

B. List the general qualifications you look for in property managers?

1. Education: _____

2. Previous Experience: _____

3. Other: _____

C. List the general duties of your property managers.

D. List the qualifications you look for in community managers:

1. Education: _____

2. Previous Experience: _____

3. Other: _____

E. List the general duties of your community managers:

Section III - Training

A. Do you provide training for your property managers? YES NO

If yes, describe training:

B. Do you provide training for your community managers? YES NO

If yes, describe training:

Section IV – Housing Management Experience

A. Total number of residential units under your management: _____

Apartment Breakdown:

Garden	_____
High-Rise	_____
Mid-Rise	_____
Townhouse	_____
Other	_____

B. Total number of low and moderate income housing units under your management.

Apartment Breakdown:

236	_____
Rent Supplement	_____
221(d)(4)	_____
221(d)(3)	_____
Section 8	_____
LIHTC	_____
Other	_____

C. Has a housing development experienced default while under your management?
YES NO If yes, what was the cause of the default?

- D. Has your firm ever been involved in an FHA 2530 proceeding?
YES NO If yes, give details:

- E. Complete the attachment listing information on all low or moderate income housing developments that you have managed within the last two years.

Section V - Miscellaneous

- A. Please list professional organizations, e.g., Institute of Real Estate Management, National Association of Home Builders, of which management agent is a member:

- B. Please list any professional designations, e.g., Certified Property Manager, Registered Apartment Manager, or awards that management agent personnel have received:

- C. Have any of the principals of the management agent ever been involved in bankruptcy proceedings? YES NO If yes, give details:

- D. Does the firm have a fidelity bond? YES NO
If yes, state amount of bond and name of bonding company:

- E. Has management agent or any of its present personnel ever been denied a bond?
YES NO
If yes, give details:

- F. Has management agent or any of its present personnel ever been involved in governmental or judicial action concerning a violation of "Fair Housing" Laws?
YES NO
If yes, give details:

G. Have you ever been involved in any matters within the jurisdiction of the Pennsylvania Human Relations Commission (PHRC) within the past five years?

YES NO

If yes, give details:

H. Have any property management contracts held by the management agent over the past five years been terminated prior to their expiration dates?

YES NO

If yes, provide name(s) and address(es) of the development(s) and the mortgagor(s), as well as reasons and circumstances surrounding such termination(s):

I. Have any property management contracts held by the management agent over the past five years not been renewed upon expiration?

YES NO

If yes, provide name(s) and address(es) of the development(s) and the mortgagor(s), as well as reasons and circumstances surrounding such nonrenewal(s):

I certify that the information contained herein is accurate and complete.

Signature

Title

Date

**MANAGEMENT AGENT QUESTIONNAIRE
DEVELOPMENTS MANAGED**

Development Name: _____

Address: _____

Number of Units: _____ Type of Financing: _____

Managed from: _____ to: _____

Property Manager: _____ Phone No.: _____

Owner: _____

Owner's Address: _____

Development Name: _____

Address: _____

Number of Units: _____ Type of Financing: _____

Managed from: _____ to: _____

Property Manager: _____ Phone No.: _____

Owner: _____

Owner's Address: _____

Development Name: _____

Address: _____

Number of Units: _____ Type of Financing: _____

Managed from: _____ to: _____

Property Manager: _____ Phone No.: _____

Owner: _____

Owner's Address: _____
