

ATTACHMENT A
2009
FEDERAL LOW INCOME RENTAL HOUSING
TAX CREDIT PROGRAM
CARRYOVER ALLOCATION REQUIREMENTS

To be eligible for a Carryover Allocation of 2009 Tax Credits, the taxpayer, by November 2, 2009, must own the land or the depreciable real property that is part of the proposed development. The Agency may, in its sole discretion, accept 1.) an Attorney's Opinion Letter or a Certified Public Accountant Letter that certifies that the owner has carryover allocation basis for the development pursuant to the Code, or 2.) an owner's certification which includes sufficient identification of the property (i.e. legal descriptions, surveys, title insurance) to assign building identification numbers. In making this certification, the owner accepts full responsibility of all discrepancies, errors or omissions of properties. Additionally, by November 2, 2010 the taxpayer must incur more than 10% of the "reasonably expected basis" in the development, including land. The "reasonably expected basis" is that basis which is expected to be incurred as of the close of the second calendar year following the calendar year of the allocation.

The following requirements must be fulfilled no later than **November 2, 2009** and received by the Agency by noon on **November 10, 2009:**

- 1) The original Carryover Agreement which will be forwarded to the developer for execution. The taxpayer identification number for the taxpayer executing the Agreement is required for a valid Carryover Agreement. A copy of the IRS letter assigning the EIN must be provided. Please note that the taxpayer executing the Agreement must be the party that will meet the 10% of basis expenditure test by November 2, 2010.
- 2) The executed "Owner Certification of Property Identification" Form (Exhibit "A") with either a) the current deed(s) which indicate that the taxpayer is the owner of all buildings and land in the development, or b) an extended lease agreement. All documents must be fully executed.

Please note: In the event that property is not conveyed through a deed or lease, the Agency may, in its sole discretion, accept 1) an Attorney's Opinion Letter or a Certified Public Accountant Letter that certifies that the owner has carryover allocation basis for the development pursuant to the Code, or 2) an owner's certification which includes sufficient identification of the property (i.e. legal descriptions, surveys, title insurance) to assign building identification numbers. In making this certification, the owner accepts full responsibility for all discrepancies, errors or omissions of properties. Please be advised that ownership by the taxpayer for all properties in the development is required by **November 2, 2010** and must be submitted with the 10% package due **November 11, 2010**.

- 3) The Settlement Statement(s) must be provided for each building or parcel of land in the development, and must be appropriately executed. Evidence must also be provided that the deed was recorded. In the event the property is not owned by the taxpayer, evidence of site control through November 2, 2010 must be provided including evidence of payment of all extension fees.
- 4) If the property(s) was purchased through a Purchase Money Mortgage, a copy of the mortgage note must be provided.

The following requirements must be fulfilled no later than **November 2, 2010** and received by the Agency by noon on **November 11, 2010:**

- 1) Financial Characteristics Forms (Exhibit "B").
- 2) For developments with commercial space or space that is a separate condominium, provide a Sources and Uses Statement for the commercial space.
- 3) Updated financing letters. If closing on the loan has already occurred, provide a copy of the executed mortgage note(s) in lieu of the updated letter. The updated financing letters or notes

must be provided for all sources of financing shown on the application, including bridge loan if applicable. **Do not send copies of the actual mortgages.**

- 4) Updated syndication letter, or, if it exists, executed partnership agreement signed by the tax credit investor.
- 5) Certification of Subsidies.
- 6) The executed "Owner's Certification of Costs Incurred" Form (Exhibit "C") including either "a" or "b" shown below.
 - a. For developments with 6 units or more, the owner's certification must be audited by an independent, third party, certified public accountant (CPA). A sample form is enclosed as Exhibit "D", Independent Auditors' Report.
 - b. For developments with 5 units or less, in lieu of the certified public accountant's audit, the taxpayer may provide evidence of costs incurred in the form of copies of checks, receipts, or other records of payment. These items must total the amount indicated as expended on the "Owner's Certification of Costs Incurred."
- 7) Independent Auditor's Report (Exhibit "D").
- 8) Copy of the executed Developer's Fee Agreement (Development Services Agreement). Be sure that the Agreement stipulates the fee earned through November 2, 2010 to incur costs for inclusion in the 10% of basis expenditures test.
- 9) Syndicator/Investor Certification – If the Developer's Fee included in the 10% of basis expenditure test exceeds 20% of the total Developer's Fee, the syndicator and/or investor must certify that the percentage claimed by the accountant is a percentage acceptable to them. The letter must refer to the percentage and the amount of the Developer's Fee that is acceptable as part of the 10% of basis expenditure test. Note, however, that if a development has closed on all of the construction loans and construction is underway, a certification from the syndicator/investor is not required.
- 10) Copy of the recorded deed demonstrating transfer of ownership to owner for each building and/or parcel of land that is part of the development OR a copy of the executed extended lease agreement, if not previously submitted.
- 11) Copy of the executed Settlement Statement for each building and/or parcel of land included in the development, if not previously submitted.
- 12) The Architect's Certification of Compliance With Design Requirements for Accessible Housing, (Exhibit "E") must be executed by the Architect and taxpayer.
- 13) Original executed and recorded Restrictive Covenant Agreement.
- 14) If the General Contractor was not selected when the initial application was approved, the General Contractor must now be identified and submission of qualifications must be submitted for review and approval by the Agency.
- 15) Development Information Form (Exhibit "F").
- 16) In accordance with the Agency's Accessible Unit Policy, if your application was awarded points for providing accessible units provide a list of community agencies that you will partner with to identify persons with disabilities who are searching for accessible units.

FAILURE TO MEET ALL OF THE ABOVE REQUIREMENTS WILL RESULT IN AN IMMEDIATE RECAPTURE OF THE 2009 TAX CREDIT RESERVATION. THE AGENCY WILL NOT EXTEND THE NOVEMBER 2, 2009 OR THE NOVEMBER 2, 2010 DEADLINE DATES. THERE WILL BE NO EXCEPTIONS TO THIS POLICY.

EXHIBIT "A"

CARRYOVER ALLOCATION REQUIREMENTS

(SAMPLE FORM - to be submitted on taxpayer's letterhead)

**OWNER
CERTIFICATION
OF
PROPERTY IDENTIFICATION**

I hereby represent and certify that as of _____
_____ has ownership or leasehold interest to the properties identified below
and have attached evidence. Documentation evidencing ownership will include deeds, or executed lease,
and settlement statements for each property contained in the development.

The undersigned acknowledges that the Agency is relying on this certification in making a
Carryover Allocation of 2009 Federal Low Income Housing Tax Credits and accepts full responsibility of
all discrepancies, errors or omission of properties. The owner understands that an omission of a property
which is intended to be part of the Tax Credit development from this certification will render this property
ineligible for Tax Credits. Furthermore, this certification is made under penalty of perjury and is
supported by appropriate documentation.

Signature Date

Typed or Printed Name

Title

Owner Name

Owner Address

List all building addresses and/or land that are included in this development:

EXHIBIT "B"

FINANCIAL CHARACTERISTICS FORM

A. FEDERAL SUBSIDIES/GRANTS

1. Federal Subsidies

- a. Is any portion of the eligible basis of the building(s) financed or to be financed with federal subsidies? Yes No

If yes, state the amount:

_____ Tax-Exempt Financing
_____ Rural Housing Services Financing
_____ Community Development Block Grant (CDBG) Financing
_____ Home Investment Partnership (HOME) Financing
_____ Other (specify): _____

- b. How is the subsidy to be used?

(1) Loan below AFR _____ (4) Acquisition* _____
(2) Loan at or above AFR _____ (5) Operating subsidy _____
(3) Grant (see 2 below) _____ (6) Other _____

- c. Did this project receive federal assistance in any prior year? Yes No

Date _____ Type _____ Amount _____

* **PLEASE NOTE:** Loan document(s) must specify that the funds are only to be used for the acquisition of the property(s). A copy of the document(s) must be provided.

2. Grants

- a. Is (are) the building(s) the subject of federal, state, local, nonprofit or private grants which are not repayable? Yes No

Amount of grant(s): \$ _____ Source _____
\$ _____ Source _____
\$ _____ Source _____

Is the grant to be used for acquisition costs? Yes No

- b. Is the source of any loan to the development a federal, state, local or private grant? Yes No

If yes, state source of grant and term of the loan(s):

\$ _____ Source _____
\$ _____ Source _____
\$ _____ Source _____

B. SOURCES OF FUNDS

List all sources of financing.

1. Construction Financing

<u>Source of Funds</u>	<u>Amount</u>	<u>Rate & Term of Loan</u>	<u>Debt Svc Pmt.</u>
① _____	\$ _____	_____	\$ _____
② _____	\$ _____	_____	\$ _____
③ _____	\$ _____	_____	\$ _____
④ _____	\$ _____	_____	\$ _____
⑤ _____	\$ _____	_____	\$ _____
⑥ _____	\$ _____	_____	\$ _____
Total Construction Financing:	\$ _____		

2. Permanent Financing

Annual Debt

<u>Source of Funds</u>	<u>Amount</u>	<u>Rate & Term of Loan</u>	<u>Debt Svc Pmt.</u>
① _____	\$ _____	_____	\$ _____
② _____	\$ _____	_____	\$ _____
③ _____	\$ _____	_____	\$ _____
④ _____	\$ _____	_____	\$ _____
⑤ _____	\$ _____	_____	\$ _____
⑥ _____	\$ _____	_____	\$ _____
Total Permanent Financing:	\$ _____		

C. CREDIT ENHANCEMENT

- a. Is the development receiving FHA mortgage insurance? Yes No
 HUD Insurance Number _____
- b. Is the development receiving other credit enhancement? Yes No
 PHFA
 Risk Sharing
 Other (describe) _____

D. SYNDICATION INFORMATION

Type of Credit	Anticipated Credits	Investment Per Credit	Gross Investment
Low Income Housing			
Historic Rehab			
State Enterprise Zone			
Market Rent Units			
TOTAL			

- a. Type of syndication offering: Public Private
- b. Type of investors: Individuals Corporation
- c. Syndicator _____
 (FIRM)

 (CONTACT PERSON)

 (STREET)

 (CITY, STATE, AND ZIP)
 () _____ () _____
 (PHONE NUMBER) (FAX NUMBER)
- d. Is bridge loan financing required? Yes No

If yes, state name of lender, amount of loan, rate and term of loan, and name and telephone number of contact person:

E. DEVELOPMENT INFORMATION

Number of Dwelling Units: _____
Low Income Units: _____
Market Rate Units: _____
Manager's Unit: _____

Breakdown by Unit Size:
0 Bedrooms _____
1 Bedroom _____
2 Bedrooms _____
3 Bedrooms _____
4 Bedrooms _____
5 Bedrooms _____

F. DEVELOPMENT BUDGET

	1	2	3
	Actual Costs	Basis for Acquisition Credit	Basis for Rehab/New Construction Credit
1. CONSTRUCTION COSTS (from Statement of Probable Const. Costs)			
a. General Requirements (Div. 1)	_____		
b. Building Demolition	_____		
c. Selective Demolition	_____		
d. Site Work	_____		
e. Offsite Improvements	_____		
f. Subtotal Site Work (Div. 2)	_____		
g. Structure (Div. 3 to 16)	_____		
h. Builder's Overhead	_____		
i. Builder's Profit	_____		
j. Bond Premium	_____		
k. Building Permit	_____		
l. Construction Contingency	_____		
m. Other	_____		
n. Total	\$ _____		\$ _____
2. FEES			
a. Architect Fee-Design (_____% of \$ _____)	_____		
b. Architect Fee-Admin (_____% of \$ _____)	_____		
c. Legal	_____		
d. Engineering	_____		
e. Survey	_____		
f. Soils/Structural Report	_____		
g. Environmental Audit	_____		
h. Property Appraisal	_____		
i. Market Study	_____		
j. Credit Report	_____		
k. Cost Certification	_____		
l. Other	_____		
m. Total	\$ _____	\$ _____	\$ _____
3. MISC. DEVELOPMENT CHARGES			
a. Multifamily Housing Application Fee	_____		
b. Loan Program Closing Fee	_____		
c. Tax Credit Reservation & Allocation Fees	_____		
d. Furnishings (Common Area)	_____		
e. Rent-up Expenses	_____		
f. Relocation	_____		
g. Utility Tap in, Hook-up & Municipal Fees	_____		
h. Other	_____		
i. Total	\$ _____	\$ _____	\$ _____

	1	2	3
	Actual Costs	Basis for Acquisition Credit	Basis for Rehab/New Construction Credit
4. CONSTRUCTION & FINANCING CHARGES			
a. Construction Loan Interest Construction period _____ months	_____	_____	_____
b. Construction Loan Origination Fee	_____	_____	_____
c. Construction Loan Credit Enhancement	_____	_____	_____
d. Construction Loan Application Fee	_____	_____	_____
e. Taxes During Construction	_____	_____	_____
f. Insurance During Construction	_____	_____	_____
g. Title and Recording	_____	_____	_____
h. Other	_____	_____	_____
i. Total	\$ _____	\$ _____	\$ _____
5. PERMANENT FINANCING			
a. Permanent Loan Origination Fee	_____		
b. Permanent Loan Credit Enhancement	_____		
c. Cost of Issuance/Underwriters Discount	_____		
d. Other	_____		
e. Total	\$ _____		
6. LAND & BUILDING PURCHASE			
a. Acquisition of Land	_____		
b. Acquisition of Existing Structures	_____	_____	
c. Acquisition Legal Fees	_____	_____	
d. Closing Costs	_____	_____	
e. Demolition of Existing Structures	_____	_____	
f. Other	_____	_____	
g. Total	\$ _____	\$ _____	
7. REPLACEMENT COST	\$ _____	\$ _____	\$ _____
(Total Sections 1-6)			
8. DEVELOPMENT RESERVES			
a. Operating Reserve	_____		
b. Transformation Reserve	_____		
c. Rental Subsidy Fund	_____		
d. Development Contingency Fund (DCF)	_____		
e. Real Estate Taxes (first year escrow)	_____		
f. Insurance (first year escrow)	_____		
g. Supportive Services Escrow	_____		
h. Other	_____		
i. Total	\$ _____		
9. DEVELOPER'S FEE & OVERHEAD			
a. Rehabilitation/New Construction	_____		
b. Acquisition (less land)	_____	_____	_____
c. Total	\$ _____	\$ _____	\$ _____

	1	2	3
	Actual Costs	Basis for Acquisition Credit	Basis for Rehab/New Construction Credit
10. SYNDICATION FEES & EXPENSES			
a. Organizational	_____		
b. Bridge Loan Interest During Construction	_____		_____
c. Bridge Loan Interest After Construction	_____		
d. Bridge Loan Fees & Expenses	_____		_____
e. Legal Fees	_____		
f. Accountant's Fees	_____		
g. Other	_____		
h. Total	\$ _____		\$ _____
11. OTHER			
a. Tax Credit Compliance Monitoring Fee	_____		
b. Other	_____		
c. Total	\$ _____		
12. TOTAL DEVELOPMENT COST (Sections 7-11)	\$ _____	\$ _____	\$ _____
13. If Tax Credits will be issued on other than Eligible Basis, such as Maximum Basis, enter the number here.			\$ _____
Less portion of any grant or federal subsidy not to be included in Basis		(\$ _____)	(\$ _____)
Less amount of non-qualified non-recourse financing		(\$ _____)	(\$ _____)
Less amount of costs for commercial space or for any areas that tenants will be charged to use		(\$ _____)	(\$ _____)
Less non-qualifying unit costs for higher quality items			(\$ _____)
Less historic tax credit (residential portion)			(\$ _____)
14. ELIGIBLE BASIS		\$ _____	\$ _____
15. HIGH COST AREA (if applicable)			_____
16. TOTAL ELIGIBLE BASIS		\$ _____	\$ _____
17. APPLICABLE FRACTION		_____ %	_____ %
18. TOTAL QUALIFIED BASIS		\$ _____	\$ _____
19. APPLICABLE PERCENTAGE		_____ %	_____ %
20. TOTAL TAX CREDITS REQUESTED		_____	_____

EXHIBIT "C"

OWNER'S CERTIFICATION OF COSTS INCURRED

Development Name: _____

Development No.: _____

Owner: _____

Date of Reservation: _____

	* Latest Budget Approved by PHFA	** Reasonably Expected Basis (REB)	Cost Incurred no later than November 2, 2010
1. CONSTRUCTION COSTS			
General Requirements			
Building Demolition			
Selective Demolition			
Site Work			
Offsite Improvements			
Structures (Div. 3 – 16)			
<u>Subtotal</u>			
Builder's Overhead			
Builder's Profit			
Bond Premium			
Building Permit			
Construction Contingency			
Other:			
Total			
2. FEES			
Arch Fee - Design			
Arch Fee- Admin			
Legal			
Engineering			
Survey			
Soils/Structural Report			
Environmental Audit			
Property Appraisal			
Market Study			
Credit Report			
Cost Certification			
Other:			
Total			

	* Latest Budget Approved by PHFA	** Reasonably Expected Basis (REB)	Cost Incurred no later than November 2, 2010
3. Miscellaneous Project Charges			
Application Fees			
Loan Program Closing Fee			
Tax Credit Res./Alloc. Fees			
Furniture (Common Area)			
Rent-Up Expenses			
Relocation			
Tap-In, Hook-Up, Municipal Fees			
Other:			
Total			
4. Construction & Financing Charges			
Construction Loan Interest			
Construction Loan Orig Fee			
Const Loan Credit Enhancement			
Construction Loan App Fee			
Taxes During Construction			
Insurance During Construction			
Title and Recording			
Other:			
Total			
5. Permanent Financing			
Permanent Loan Org. Fee			
Perm Loan Credit Enhancement			
Cost of Issuance/Underwriter's Disc.			
Other:			
Total			
6. Land and Building Purchase			
Acquisition of Land			
Acquisition of Existing Structures			
Acquisition Legal Fees			
Closing Costs			
Demo of Existing Structures			
Other:			
Total			

	* Latest Budget Approved by PHFA	** Reasonably Expected Basis (REB)	Cost Incurred no later than November 2, 2010
7. Development Reserves			
Operating Reserve			
Transformation Reserve			
Rental Subsidy Fund			
Development Contingency Fund			
Real Estate Taxes (first year)			
Insurance (first year escrow)			
Supportive Services Escrow			
Other:			
Total			
8. Developer's Fee & Overhead			
Rehab./New Construction			
Acquisition less Land			
Total			
9. Syndication Fees & Expenses			
Organizational			
Bridge Loan Int. During Const			
Bridge Loan Int. After Const			
Bridge Loan Fees & Expenses			
Legal Fees			
Accountant's Fees			
Other			
Total			
10. Other			
Tax Credit Monitoring Fee			
Other:			
Other:			
Total			
11. Total Development Costs			
		% of REB	%

* Must agree with most current worksheet approved by either the Tax Credit Department or Development Division of PHFA.

** Must reflect current estimate of Reasonably Expected Basis.

(Prepare on Owner's Letterhead)

OWNER'S CERTIFICATION OF COSTS INCURRED

I hereby represent and certify that as of _____ (date),
(owner name) _____ has incurred more than 10% of the
reasonably expected basis in the _____ (development name) _____ as represented above.
_____ (owner name) _____ has accumulated carryover allocation basis
of at least \$ _____ in the _____ (development name) _____ representing
_____ % of the reasonably expected total basis in the development of
\$ _____.

This certification is made under penalty of perjury and is supported with appropriate documentation. This certification is part of the requirements for obtaining a Carryover Allocation of 2009 Federal Low-Income Housing Tax Credits.

Signature

Date

Typed or Printed Name

Title

Owner Name

Owner Address

EXHIBIT "D"

**INDEPENDENT AUDITOR'S REPORT
SAMPLE**

Date:

To: Pennsylvania Housing Finance Agency
211 North Front Street
Harrisburg, PA 17101

And

Owner Name
Street
City, State, Zip Code

Re: Development Name and Tax Credit Number

We have audited the accompanying Owner's Certification of Cost Incurred ("Exhibit C") for (the "Project") as of _____. Exhibit C is the responsibility of the Owner's management. Our responsibility is to express an opinion on Exhibit C based on our audit.

We conducted our audit in accordance with generally accepted auditing standards. Those standards require that we plan and perform the audit to obtain reasonable assurance about whether Exhibit C is free of material misstatement. An audit included examining, on a test basis, evidence supporting the amounts and disclosures in Exhibit C. An audit also included assessing the accounting principles used and significant estimates made by management, as well as evaluating the overall presentation of Exhibit C. We believe that our audit provides a reasonable basis for our opinion.

The accompanying Exhibit C was prepared in conformity with the accounting practices prescribed by the Internal Revenue Service under the accrual method of accounting and by the Tax Credit Allocation Agency ("TCAA"), which is a comprehensive basis of accounting other than generally accepted accounting principles.

In our opinion, Exhibit C referred to above presents fairly, in all material respects, costs incurred for the Development as of _____, on the basis of accounting described above.

In addition to auditing Exhibit C we have, at your request, performed certain agreed upon procedures, as enumerated below, with respect to the Development. These procedures, which were agreed to by the Owner and TCAA, were performed to assist you in determining whether the development has met the 10% test in accordance with Internal Revenue Code Section 42(h)(1)(E) and Treasury Regulation Section 1.42-6. These agreed-upon procedures were performed in accordance with standards established by the American Institute of Certified Public Accountants. The sufficiency of these procedures is solely the responsibility of the specified users of the report. Consequently, we make no representations regarding the sufficiency of the procedures below either for the purpose for which this report has been requested or for any other purpose.

We performed the following procedures:

- We calculated, based on estimates of total development costs provided by the Owner, the project's total reasonably expected basis, as defined in Treasury Regulation Section 1.42-6, to be \$_____ as of _____, 2010.
- We calculated the reasonably expected basis incurred by the Owner as of _____ to be \$_____.
- We calculated the percentage of the development fee incurred by the Owner as of _____ to be ____% of the total development fee.
- We compared the reasonably expected basis incurred as of _____ to the total reasonably expected basis of the Project, and calculated that ____% had been incurred as of _____.
- We determined that the Owner uses the accrual method of accounting, and has not included any construction costs in carryover allocation basis that have not been properly accrued.
- Based on the amount of total reasonably expected basis listed above, for the Owner to meet the 10% test in accordance with Internal Revenue Code Section 42(h)(1)(E) and Treasury Regulation Section 1.42-6, we calculated that the Development needed to incur at least \$_____ of costs prior to _____. As of _____, costs of at least \$_____ had been incurred, which is approximately ____% of the total reasonably expected basis of the Development.

We were not engaged to, and did not, perform an audit of the Owner's financial statements or of the Development's total reasonably expected basis. Accordingly, we do not express such an opinion. Had we performed additional procedures, other matters might have come to our attention that would have been reported to you.

This report is intended solely for the information and use of the management of the Owner and for filing with TCAA and should not be used by those who have not agreed to the procedures and taken responsibility for the sufficiency of the procedures for their purposes.

Signature

Date

EXHIBIT "E"

**ARCHITECT'S CERTIFICATION OF COMPLIANCE WITH DESIGN
REQUIREMENTS FOR ACCESSIBLE HOUSING**

Development Name: _____

Check Appropriate: New Construction
 Substantial Rehabilitation
 Moderate Rehabilitation

 Townhouse Elevator
 Walkup Apartments Non-Elevator

To the best of my knowledge and belief I certify that the referenced development has been or will be constructed in conformance with the following rules and regulations as they apply to this development and as amended by Federal, State and local authorities.

CHECK ALL THAT APPLY

APPLICABLE

- The Fair Housing Act of 1988
 Fair Housing Accessibility Guidelines _____
- ANSI A117.1 (2003) _____
- Pennsylvania Uniform Construction Code _____
- Uniform Federal Accessibility Standard (UFAS)
 of the Architectural Barriers Act of 1968 _____
- Section 504 of the Rehabilitation Act of 1973 _____
- Americans with Disabilities Act
 Accessibility Guidelines (ADAAG) _____
- Any Other State or Local Code or regulations pertaining
 to design or inclusion of rental housing
 accessibility features _____
 (Include name of locality and citation for applicable requirements)

In reference to the preceding, I hereby further certify as follows:

The development contains a total of _____ rental dwelling units. Of this total, _____ units are or will be accessible (as set forth in 24 CFR Part 8). Of this total, _____ units have been designed and have been or will be constructed to be adaptable as defined in _____.

Of this total, _____ units have been designed and have been or will be constructed to include features for individuals with hearing or vision impairment as defined in _____.

ARCHITECT

Signed: _____ Date: _____

(to be signed by authorized officer of design architect firm)

By: _____
Name & Title (please print)

Architectural Firm

OWNER

Acknowledged and Accepted by OWNER

Signed: _____ Date: _____

By: _____
Name & Title (please print)

Owner

EXHIBIT "F"

DEVELOPMENT INFORMATION

A. PROPERTY NAME : _____

PHFA No. (If applicable) _____ **TC No.** _____

ON-SITE MANAGER

Name: _____

Address: _____

Phone: _____

Email: _____

OFF-SITE MANAGEMENT COMPANY

Name: _____

Address: _____

Phone: _____

Email: _____

B. UNIT BREAKDOWN

No. of Bedrooms	No. of Units	Monthly Rent	Additional Utility Cost *	Total Housing Cost	Indicate Low-Income or Market Rate Unit

Reminder: You are required to list your site on the Pennsylvania Affordable Apartment Locator at the time of rent-up. Contact Frank Bobak at (717)780-3879 or fbobak@phfa.org for information.

***Actual or Allowance, if utilities are paid by tenant.**