

Asset Management

Property Management Organization Questionnaire



**ILLINOIS HOUSING
DEVELOPMENT AUTHORITY**
www.ihda.org

Date submitted

Section 1 Organization Information

Proposed Property Management Organization

Address

City State Zip code

Phone Number

Contact Email address

Address

City State Zip code

Please check all applicable activities performed by the organization:

<input type="checkbox"/> Preparing and monitoring annual operating and capital budgets	<input type="checkbox"/> Supervising and performing maintenance and building services, including securing bids and contracting for vendor services
<input type="checkbox"/> Employing and supervising all site staff	
<input type="checkbox"/> Maintaining and reporting financial/accounting records	<input type="checkbox"/> Marketing and leasing residential units
<input type="checkbox"/> Ensuring compliance w/all federal, state and local agencies	<input type="checkbox"/> Marketing and leasing commercial units (if property has commercial space)
<input type="checkbox"/> Ensuring compliance and reporting related to fair housing laws, including protected classes, affirmative fair housing marketing, accessibility, reasonable accommodations, and reasonable modifications	<input type="checkbox"/> Collecting rent
	<input type="checkbox"/> All of the above

Agent Representative _____

Date _____

Section 2 Eligibility Requirements

Property management organization must have a minimum of two years experience, including the lease-up and stabilization of a property with tenant income certifications and ongoing reporting requirements meeting one of the following:

<input type="checkbox"/> A Tax Credit development that contains at least 75% of the number of housing units in the property that will be managed	<input type="checkbox"/> A subsidized, low-income multifamily rental development that contains at least 75% of the number of housing units in the property that will be managed
<input type="checkbox"/> A comparable housing development as determined by the Authority	

Submit a company profile or resume and a list of properties currently managed. For each property, indicate the applicable affordable housing program(s), total units, and affordable program units.

To be eligible for consideration as a property management organization, the firm must employ staff who possess the following certifications, licenses and training. **Submit current certifications and licenses for all staff that will be assigned to the property.**

<input type="checkbox"/> Licensed Real Estate Broker or Leasing Agent
<input type="checkbox"/> Low Income Housing Tax Credit Compliance Specialist (if property to be managed has or will receive federal low-income housing tax credits)
<input type="checkbox"/> Fair Housing and Affirmative Marketing certifications
<input type="checkbox"/> Certified Occupancy Specialist (if property to be managed has or will have federal funds)
<input type="checkbox"/> Blended Occupancy Specialist (if property to be managed has or anticipates rental assistance)

Meets minimum requirements w/acceptable experience.

Does not meet minimum requirements w/acceptable experience. List deficiencies below:

Approve

Deny

Reviewer:

Compliance Analyst

Date

Concur:

Manager, Project Operations Compliance

Date

Concur:

Assistant Director, Project Operations Compliance

Date