

Tax Credit Real Estate Development & Asset Management

Create Model of Project

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| <ul style="list-style-type: none"> ✓ Site Selection ✓ Purchase Option ✓ Identify potential sources of funds ✓ Identify Fair Market Rents ✓ Verify Zoning, Utilities ✓ Initial public support ✓ Preliminary Proforma <ul style="list-style-type: none"> ◆ Unit mix ◆ Rent mix | <p><i>Asset Management Activities</i></p> <p>Meet Owner's Goals?</p> <p>Is there a market for this?</p> <p>Input on rent structure, site/unit</p> |
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Predevelopment

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| <ul style="list-style-type: none"> ✓ Market Study ✓ Environmental Report ✓ Title Review ✓ Site Control ✓ Preliminary architectural review ✓ Local support documentation ✓ Tax Abatement ✓ Formation of Partnership ✓ Preliminary finance commitments ✓ Secondary financing commitments ✓ 10% Carryover ✓ Development Agreement | <p><i>Asset Management Activities</i></p> <p>Refine input on rent structure, site/unit layout, maintenance, management, staffing, security issues</p> <p>Plan Lease-up activities</p> <p>Begin preparing</p> |
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Development

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| <ul style="list-style-type: none"> ✓ Update reports if needed ✓ Site Plan app'l ✓ Final architectural docs ✓ Final construction, development cost estimates ✓ Appraisal ✓ Owner/Architect agreement ✓ Management Agreement <ul style="list-style-type: none"> • Prepare Monthly reports • Monitor budget for cost overruns ✓ Construction and Perm loan commitments <ul style="list-style-type: none"> ◆ Est. construction draw schedule ◆ Determine inspection procedures ✓ Equity commitment | <p><i>Asset Management Activities</i></p> <p>Participate as needed on Development Team</p> <p>Work on obtaining Property Management Staff or Third Party</p> <p>Prepare Property Management Plan</p> <p>If Third Party, negotiate</p> |
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Close Out

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| <ul style="list-style-type: none"> ✓ Obtain Certificate of Occupancy ✓ Consolidate devel & ops financials ✓ Complete cost certification ✓ Apply for 8609s from OHFA ✓ Draw outstanding funds, incl. OHFA bridge loan ✓ Fund reserve accounts with equity ✓ Engage auditor ✓ Close on perm | <p><i>Asset Management Activities</i></p> <p>Property manager receives from owner:</p> <ul style="list-style-type: none"> ◆ 8609 forms ◆ Certif. Of occupancy ◆ Tax credit app. ◆ Restricted use agreement ◆ Minimum |
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Lease-Up

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| <ul style="list-style-type: none"> ✓ Monitor for qualified occupancy (QO) date as projected in proforma ✓ At QO, complete owner's certif. & submit to syndicator ✓ Copy all original | <p><i>Asset Management Activities</i></p> <p>Market and lease units</p> <p>Prepare tenant files</p> <p>Implement and refine Asset & Property</p> |
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Operations

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| <ul style="list-style-type: none"> ✓ Manage property in accordance with owner's goals ✓ Monitor performance of property management team ✓ Review and monitor financial performance ✓ Maintain compliance |
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Disposition

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| <ul style="list-style-type: none"> ✓ Nonprofit exercises right of first refusal to purchase property from LP ✓ Exit tax analysis ✓ Create plan to pay off any outstanding loan balances ✓ Nonprofit takes title, resells to tenant or holds as |
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