

(Date)

Missouri Housing Development Commission  
LIHTC Compliance  
4625 Lindell Blvd. Suite 300  
St. Louis MO 63108

Re: Project:  
Project Number:  
Address:

Dear State Housing Finance Agency:

I hereby request that the Commission present a “qualified contract” for the purchase of [Project Name]. This request is made pursuant to Section 42(h)(6)(E)(i)(II) of the Internal Revenue Code. We understand the Commission will have one year from its receipt of this letter and all of the accompanying information described below, to present a “qualified contract” for the purchase of the Project. (*We hereby elect to extend this period to                      months.*)

We have enclosed with this request the following documents and information required by the Commission:

1. A fully completed “Calculation of Qualified Contract” Price, including Worksheets A – E. This form was completed, or reviewed and approved, by the accountant’ s for the Project, [Accountant’ s Name].
2. A thorough narrative description of the Project, including all amenities, suitable for familiarizing prospective purchasers with the Project (# of units, unit mix, rent amount per unit, utility allowance, # of buildings, a complete description of all improvements, services, and current staff).
3. A description of all income, rental and other restrictions, if any, applicable to the operation of the Project.
4. A detailed set of photographs of the Project, including the interior and exterior of representative apartment units and buildings, and the Project grounds. **[We have included digital photographs so that they may be easily displayed on the Commission’s website.]**
5. Area maps, site plans, as-built survey (if available).

6. A copy of the most recent 12 months of operating statements for the Project which will fairly apprise a potential purchaser of the Project's operating expenses, debt service, gross receipts, net cash flow and debt service coverage ratio.
7. Prior year audited operating statement, current operating budget, year-to-date comparison of actual expenses to operating budget.
8. Description of utilities provided by owner, insurance company, Insurance provider and existing coverage and cost, special assessments, real estate tax assessment, valuation, tax rate and current taxes.
9. A current rent roll reflecting unit #, tenant name, lease expiration, current rent.
10. If any portion of the land or improvements are leased, copies of the leases.
11. Title Policy (most recent).
12. Copy of the most recent physical needs assessment. If none is available, description by owner/manager of the property's physical needs (deferred maintenance).

We understand that the above information may be shared with prospective purchasers, real estate brokers and agents of the Commission, and *summary data* may be posted on the Commission's website.

We will reasonably cooperate with the Commission and its agents with respect to the Commission's efforts to present a qualified contract for the purchase of the Project. In this regard, we understand that prior to the presentation of a qualified contract, we may need to share project "due diligence" with the Commission and with prospective purchasers, including but not limited to, additional rent rolls, project tax returns, income certifications and other Section 42 compliance records, records with respect to repair and maintenance of the Project, operating expenses and debt service. Provided, before information is shared with a prospective purchaser, we may require that it enter into a commercially reasonable form of nondisclosure agreement. We will also share with the Commission, at its request, the documents and other information that were used to prepare the enclosed Calculation of Qualified Contract Price, including Worksheets A – E. We also agree to allow the Commission, its agents, and prospective purchasers, upon reasonable prior written notice, to visit and inspect the Project, including representative apartment units.

We also understand that if the Commission finds a prospective purchaser willing to present an offer to purchase the Project for an amount equal to or greater than the “qualified contract” price, we agree to enter into a commercially reasonable form of earnest money agreement or other contract of sale for the project which will allow prospective purchaser a reasonable period of time to undertake additional, customary due diligence prior to closing the purchase.

We further state our willingness (non-willingness) to amend the sales price to \$ based on current market conditions and other pertinent considerations.

Very truly yours,

Attachment