

## Project Change Request Checklist for Required Documents

Project Owners must submit the following documents when requesting a project change to the Compliance Department. Types of changes: Management Change, Unit Mix Change, Amenity Change and/or other. **This checklist is not to be utilized for Ownership Project Changes. Change request must be submitted 45 days prior to the change. All documents must be submitted simultaneously.**

### Management Change Request will require all items referenced below:

- Proposed Management Agreement
- Formal written request from the Owner with explanation of the change
- A letter from the Syndicator/Lender (**Only if the property is within the LIHTC 15-Year Credit Period**)
- ADFA 920 – Project Change Request Checklist for Required Documents with boxes checked.
- Management Previous Participation ADFA Form 921 - **Must provide all required attachments as outlined on page 2.**
- Schedule (A) Attachment ADFA Form 922
- Staff Flow C – Flow chart must contain staff names and titles.
- ADFA Form 925 MITAS Tenant Data Management
- ADFA Form 926 Management Contact Information
- Attachment P Release ADFA 926 of information from the other State Housing Finance Agencies for the Management Company's compliance history. This form must be executed and sent by the Management company to the appropriate State Housing Finance Agency for completion. **ADFA will not send the form to the State Housing Finance Agency – New Management Companies will not be approved without the completed ADFA Form 926**
- Project Financial Statement for the existing management (if we have not received them already from the project owner with the submission of the current Annual Owner's Certification)
- Annual Owner's Certification – The existing management must complete a current AOC for period of which the existing management was managing the property. Example: New will beginning managing the property May 1, 2024 -The existing management company must submit an AOC effective Jan 1, 2024 – May 1, 2024 – The AOC must be signed and notarized
- MITAS Tenant Data – Tenant data in MITAS must be current as required and outline in the ADFA Policy Manual
- Submission of a \$500 change fee – An additional change \$500 fee will be required if the change was implemented prior to the ADFA's approval – **(The change fee only applies to Low Income Tax Credit Projects)**
- Low Income Housing Tax Credit Projects Only: Submission of a \$500 change fee (Additional \$500 change fee will be required if the change was implemented prior to ADFA's approval)
- Outstanding non- compliance and monitoring fees must be satisfied prior to ADFA's approval.
- Open file and physical reviews must be completed prior to ADFA's approval.

### General Project Change Request Items (Unit Mix Change, Amenity Change etc.)

- Formal written request from the Project Owner with an explanation of what type of change is being requested, the purpose for the change and how it will benefit the Project.
  - Change to Unit(s) status:
    - List unit(s) to be changed, if it will be non-revenue or will rent be charged and if so how much, put unit number(s) that will be used.
    - Provide cash flow report to show how this change will impact the financial stability of project.
  - Change to Amenities:

- Determine if project was awarded points for the amenity at application. If it was, the Multi-Family Department will need to be involved in the decision as to whether they must replace the amenity with equally beneficial amenity for the project.
  - If it is an item that is part of the minimum design standards Multi-Family will also need to be involved
- \$ 500 change fee prior to the request for LIHTC properties and (project financial statement, if applicable)

**ADFA will verify the following:**

- **All applicable project loans with ADFA are current and there is no outstanding non-compliance**
- **Owner projects that received ADFA funding must all be compliant**
- **There are no non-compliance or monitoring fees that are outstanding**
- **Project(s) are in Good Standing with the Secretary of the State**
- **ADFA will verify that monthly tenant data has been submitted to ADFA accurately and timely.**  
**“This includes all projects in the Owner’s and Management Agents ADFA Portfolio”**

Change requests are reviewed internally by Housing Review Committee. It is important to have all required documentation submitted to ADFA at one time. The following month after submission will be the month that the change request is processed if ADFA has received all the required documentation.