

PREMIUM MANAGEMENT FEE APPLICATION INSTRUCTIONS

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Applicant Identification

Complete the entire application and PMF Owner Certification page to request approval of the premium management fee.

Complete the highlighted fields identified on the form:

- Management Agent Name,
- Management Agent Address,
- Development Name,
- MSHDA Development #,
- Development Number of Units,
- Total Requested Fee.

The maximum fee will be calculated automatically based on the number of units entered into the template.

Mandatory Factors

Answer the question for each factor and provide an explanation for any “**No**” answers provided on the application:

1. *Mortgage Payments*

Comments: Identify if any late or partial payments were made or if a late mortgage payment notice was received. Provide further explanation of the factor, if necessary.

2. *Material Defaults*

Comments: Identify if any formal declaration of material default was issued by the Authority for this development and provide further explanation of the factor, if necessary.

3. *Delinquent Utility Bills*

Comments: Identify if the development has any unpaid utility (electric, gas, or water and sewer bills that resulted in collection proceedings or a lien placement by applicable governmental entities. Provide further explanation of the factor, if necessary.

4. *Insurance Policy Coverage*

Comments: Identify if the development's insurance coverage policies did not adhere to MSHDA's insurance requirements or did not remain in effect for the entire applicable calendar year. Also, identify if funds were not paid into a MSHDA-held escrow for Liability, Property, and Umbrella Liability Insurance policies. Provide further explanation of the factor, if necessary.

5. *Annual Certified Audit Submissions/Audit Fees*

Comments: Identify if the Annual Certified Audit was not submitted on time. Also, identify if audit fees paid exceeded the maximum allowable fee for the applicable year. Provide further explanation of the factor, if necessary.

6. *Real Estate Tax and Property Insurance Escrow*

Comments: Identify if payment for an escrow shortage was required and the method of payment that was used. Identify if all escrow shortages were not fully funded by January 25th. Provide further explanation of the factor, if necessary.

7. *Payments Due Per Audit*

Comments: Identify if all required payments were not submitted by the specified due date or if a waiver was provided. Provide further explanation of the factor, if necessary.

Pro-rated Factors

Answer the question for each factor and provide an explanation for any “**No**” answers provided on the application:

8. *Monthly Income & Expenditure (MIE) Reports*

Comments: Identify if any late or inaccurate MIE reports were submitted or if any late MIE letters were received. Provide further explanation of the factor, if necessary.

9. *Annual Operating Budget*

Comments: Identify if the annual budget submission was late or inaccurate or incomplete. When was budget approval received? Provide further explanation of the factor, if necessary.

10. Management Agreement/Management Fees

Comments: Identify if the management fees paid exceeded the maximum allowable fees approved for the calendar year and if the management agreement or addendum was not received by the specified due date. Also, identify if management fees were paid to an identity of interest vendor while non-identity of interest accounts payables over 90 days existed and no Accounts Payables Action Plan was approved by the authority. Provide further explanation of the factor, if necessary.

11. Physical Inspection and Inspection Response

Comments: Identify if any repairs documented by the physical inspection that were not repaired or if the written response to the physical inspection was not submitted by the specified due date. Provide further explanation for this factor, if necessary.

12. Tenant File Audit & File Audit Response

Comments: Identify if a complete audit response addressing all cited items was not submitted on-time and if any corrective action items in the audit were not corrected by the specified due date. Provide further explanation for this factor, if necessary.

13. Section 8 Management Occupancy Reviews (MOR)

Comments: Identify if all findings in the annual MOR report were not addressed and if any requested corrective actions were not completed within the specified due dates. Provide further explanation for this factor, if necessary.

14. Section 8 Contract Renewal or Rent Adjustment Submissions

Comments: Identify if the renewal or adjustment submission was complete and/or late. Provide further explanation for this factor, if necessary.

Premium Management Fee Owner Certification

This form certifies that the owner agrees with the request for Premium Management Fees and provides the owner with the option to comment on the application request. The form is also used to record MSHDA's approval of the Premium Management Fee request.