

# NEW MANAGEMENT AGENT APPLICATIONS

An applicant company must have a pending management contract (or intent to manage) with a current owner of a MSHDA-financed property. Requests for approval to become an authorized management agent for a MSHDA-financed development may be sent to:

Maureen Carden  
Management Agent Application Examiner  
Asset Management Division  
P.O. Box 30044  
Lansing, MI 48909

Phone: (517) 335-6971  
e-mail: [cardenM1@michigan.gov](mailto:cardenM1@michigan.gov)

## Document Requirements

Requests must include the following documents:

- Proof of an owner commitment to request the applicant company as a management agent for a MSHDA-financed property.
- Completed New Management Agent Application (503A)
  - Complete the application in Excel and save as a pdf to obtain signatures from the proper officers of the applicant firm. Detailed instructions about each of the application line items are provided in the Management Agent Application Instructions (MSHDA Mgmt. 503B). If you have questions about the application process, call or e-mail Maureen Carden.

## Summary of New Agent Requirements

The application requests information to verify the applicant company:

- Has a Michigan office. If the applicant does not have a Michigan Office, ask how the requirement can be met.
- Is legitimate and in good standing with the State of Michigan, HUD and any other government agency with which they worked.
- Has appropriate identity of interest relationships.
- Does not have affiliations that conflict with the interests of MSHDA or the proper operation of the development.

- Has at least one owner with a Michigan Real Estate Broker's license.
- Has one owner with at least five years of property management experience managing 100 units or more of affordable housing units.
- Has one property manager with at least five years of property management experience managing a 100 units or larger development.
- Has at least five years of affordable housing management experience that occurred in the past ten years.
- Has one owner or property manager with at least five years of supportive housing experience if the applicant is committed to manage a development with supportive services.
- Does not have a history of financial or technical defaults.
- Has performed a successful initial lease-up in the past if the applicant will manage a new or preservation development with a significant number of vacancies.
- Has obtained the necessary coverage to meet MSHDA's insurance coverage requirements.
- Has an acceptable computer system and agrees (applicant submitted signed certification) to meet the computer requirements.
- Has experience with monthly and annually reporting of financial information to an oversight institution or tax syndicator.
- Is free from legal liability.