**Prop A/Prop B**

**Project Development Handoff to Asset Management & Property Management**

Project Name:

Property Name:

Project Address:

Tax Parcel #:

Owner:

General Partner:

Limited Partner:

Property Name:

Project Address:

Tax Parcel #:

Owner:

General Partner:

Limited Partner:

Management Agent:

Owner Tax ID #:

Rehab or New Construction: Rehab

Prop A CO date:

Prop B CO date:

Warranty date:

Stabilization:

**Prop A**

Number of buildings:

Total number of units:

Bedroom mix:

**Prop B**

Number of buildings:

Total number of units:

Bedroom mix:

**Project Description/Background:**

**Prop A**

Current Utility Allowances:

Rent Levels:

Unit Set Asides:

Rental Subsidy:

**Prop B**

Current Utility Allowances:

Rent Levels: .

Unit Set Asides:

**Real Estate Tax Abatement:**

**Ownership Structure:**

**Reserve and Fee Payment Requirements**:

**Replacement Reserve**

**Operating Deficit Reserve**

**Resident Services Reserve Account**

**Spend-down plan**

**Required DSCR**

.

**Asset Management Fee:**

**Developer Fee Note:**

**Partnership Management Fee:**

**Incentive Management Fee**

**Development Contacts**:

Architect

Contractor

Lender

Investor

**Financing:**

**Commercial Tenant:**

Tenant Name:

Business Type:

Lease Term:

Lease Type:

Notes:

**Annual Utility Monitoring Required:**

Solar PV panels: None

Solar hot water: None

Geothermal: None

Wind: None

**Other Utility:**

Backflow Testing: NA

Alarm Monitoring Test: Annual test

Retention Pond: Annual clean out

**Waterfall: See Exhibit of the LLLP/LPA Agreement**

**Bank Accounts:**

**PROP A**

Construction Account -

Partnership Account-

Operating Reserves

Operation Account

Security Deposit Account

**PROP B**

Operating

Operating Reserve

Security Deposit

**File Location:**

**Closing Documentation:**