



# property management questionnaire

## Preliminary Application

Project Name	Contact Person
Management Agent Name	

### management questions

How many Full-time Employees will be assigned to work on LIHTC compliance for this new property at the site level?	
How many Full-time Employees, if any, will be assigned to work on LIHTC compliance for this new property at the regional or corporate level?	
How many Full-time Employees will be assigned to maintenance for this property?	
Does management/owner intend to engage with a third-party consultant to assist during initial lease-up in qualifying tenants?	<input type="checkbox"/> Yes <input type="checkbox"/> No
If multiple properties are placing in service in Colorado, how will you manage lease-up at new projects while maintaining adequate compliance capacity (e.g., documentation and signature for initial move-ins, completing annual recertification timely, keeping WCMS updated, maintenance/work orders, etc.) at existing projects?	
For management agents that oversee both conventional and LIHTC developments, what steps does the agent take to ensure that non-compliant conventional policies are not applied to LIHTC properties?	

## staff trainings

Please list the frequency and type of training management offers to staff.

training	staff positions attending	frequency	
		<input type="checkbox"/> Weekly	<input type="checkbox"/> Monthly
		<input type="checkbox"/> Quarterly	<input type="checkbox"/> Annually
		<input type="checkbox"/> Other	
		<input type="checkbox"/> Weekly	<input type="checkbox"/> Monthly
		<input type="checkbox"/> Quarterly	<input type="checkbox"/> Annually
		<input type="checkbox"/> Other	
		<input type="checkbox"/> Weekly	<input type="checkbox"/> Monthly
		<input type="checkbox"/> Quarterly	<input type="checkbox"/> Annually
		<input type="checkbox"/> Other	
		<input type="checkbox"/> Weekly	<input type="checkbox"/> Monthly
		<input type="checkbox"/> Quarterly	<input type="checkbox"/> Annually
		<input type="checkbox"/> Other	
		<input type="checkbox"/> Weekly	<input type="checkbox"/> Monthly
		<input type="checkbox"/> Quarterly	<input type="checkbox"/> Annually
		<input type="checkbox"/> Other	
		<input type="checkbox"/> Weekly	<input type="checkbox"/> Monthly
		<input type="checkbox"/> Quarterly	<input type="checkbox"/> Annually
		<input type="checkbox"/> Other	
		<input type="checkbox"/> Weekly	<input type="checkbox"/> Monthly
		<input type="checkbox"/> Quarterly	<input type="checkbox"/> Annually
		<input type="checkbox"/> Other	
		<input type="checkbox"/> Weekly	<input type="checkbox"/> Monthly
		<input type="checkbox"/> Quarterly	<input type="checkbox"/> Annually
		<input type="checkbox"/> Other	
		<input type="checkbox"/> Weekly	<input type="checkbox"/> Monthly
		<input type="checkbox"/> Quarterly	<input type="checkbox"/> Annually
		<input type="checkbox"/> Other	

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## managed properties

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Please attach a list of all properties you manage (restricted and unrestricted), including the name and property type (LIHTC, Market-rate, Special Needs, etc.).

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## IRS 8823 filings

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For management agents operating outside of Colorado, describe whether the allocating agency in your state has filed an IRS 8823 filing for any property that was under your oversight. Include a description of the violation and ultimate outcome.

property name and address	violation	outcome

When completed, please submit as part of the Preliminary Application to the appropriate work center in the secure file delivery system.