

ASSET MANAGEMENT REQUEST SUBMISSION MATRIX

Standard Servicing Transactions/Requests

The following is a list of documents and information the Department will require in order to begin reviewing typical asset management requests. The Department may require additional information to complete its final review and approval/response - but submission of all identified items will be necessary to initiate an asset management request.

CHART LEGEND: N/A or Empty cell = Not Applicable; Letter Y = Required Submission Item

REQUEST TYPES	RfR Disbursement (Within Policy)	RfR Disbursement (Outside Policy)	Tax & Insurance Escrow Disbursement Requests (Bond Loans)	OR Disbursement	Rent Increase (under 5%)	Rent Increase (over 5%)	Insurance Claim/Approval of Application of Proceeds	Insurance Change (Property)	Insurance Change (Liability)	Tenant Services Plan Modification	Tenant Selection Policy Modification	Loan Payoff & Release (Not Prepayment)	Request for EPA Calculation/Repayment	NOTES
Notice of Change					Y			Y	Y					
Written Request with Explanation for Change/Need		Y		Y		Y	Y			Y	Y	Y	Y	(a) Summary of request/transactions that the request is being submitted in connection with; (b) Reason for request - reference to specific provisions of loan documents/agreements with DHCD you are requesting approval under; (c) Timeline - include any requested/anticipated dates or deadlines and factors that may impact the urgency of the transaction. (d) List of all third parties (lenders, investors, partners, agencies, etc.) required to consent/approve the transaction and status of requests/approvals; (e) Primary point of contact at Borrower/Management company [DCA staff will work with the requesting party, not their counsel];
Completed RfR Disbursement Form and Supporting Documentation	Y	Y												Completed form includes: Cover Page, Worksheet, Certification Supporting documentation includes: Invoices, Payment Records, Evidence of Completion, Explanations for Certification Variances
Completed T&I Insurance Disbursement Form and Invoice			Y											
Current Capital Needs Assessment*	Y	Y												If CNA has not been provided/accepted within required timelines.
Rent Roll - Before and After Comparison					Y	Y								
Tenant A/R Aging by Year						Y								
3 Year History of Rent Increases						Y								
Rent Comp/Market Study						Y								

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Estimates for Work - Scope, Timing, Costs							Y							
Insurance Adjuster Report/Approval of Claims							Y							
Before/After Photos							Y							
Invoices for Completed Work							Y							
COI (Accord 28)								Y						
Mortgagee and Lender Loss Payable Endorsement(s)								Y						
COI (Accord 25)									Y					
Additional Insured Endorsement									Y					
Cancellation Notice Endorsement								Y	Y					
Draft Tenant Services Plan										Y				
Draft Tenant Selection Policy											Y			
List of Capital Expenditures and Supporting Documentation													Y	
Settlement Statement/HUD-1 (if property being sold)													Y	
Appraisal (if property not being sold)													Y	
Written Plan of Action to Address Issues Perpetuating Need for Request Outside Policy		Y		Y		Y				Y	Y			