

9. Property Management Plan

The Allegheny West Foundation has successfully managed two tax credit projects for the past 15 years. AWF will be the property manager. AWF specializes in the compliance of affordable housing properties and brings decades of experience with LIHTC. AWF staff maintain all relevant licenses and certifications within the industry, attending regular trainings to ensure that employees are up-to-date with the latest rules and regulations. AWF's on-site property manager will hold the leases, collect rents, supply maintenance services, and manage transfers and unit turnover. They will further ensure that all resident applicants meet all ACC and LIHTC qualification standards; provide annual recertification; and perform home inspections.

AWF Plaza will maintain a site-based waiting list of all qualified applicants who have completed the assessment and screening process (including application, interview and orientation). The waitlist will be maintained in compliance with all regulations promulgated by HUD, as modified under PHA's MTW Agreement and its Administrative Plan.

AWF Plaza is permitted to close all or a part of its waiting list, depending on factors such as their turnover rate, existing vacancy patterns, and the way preferences are structured by the referrals source based upon program and housing eligibility criteria. All of the available units are one-bedroom units and are considered equal, therefore eliminating a need for sub-lists to the waiting list.

The waiting list will remain active at all times. There will be no movement on the waiting list until a vacant unit has been inspected and approved re-occupancy. Once a unit is available, the first person on the waitlist will be contacted to determine that they are still interested in the program and housing, and if not, then the property manager will move onto the next person on the waiting list.

Please find enclosed example Management Plan and Tenant Selection Plan at the end of this section for further details on property management.