
**REQUEST FOR
MANAGER EXPERIENCE DETERMINATION
(PREAPPLICATION SUBMISSION)
OR
EXPERIENCE WAIVER**

____ **Request for Waiver of Manager experience requirements (Requests for Waivers must include a check in the amount of \$1,000). Waivers are due on March 1, 2004.**

____ **Request for Determination of Manager Experience by Pre-application Submission (Pre-application Submissions are due by February 1, 2004)**

Entities or Principals that were determined to be an experienced Manager in 2003 will be deemed experienced in 2004 and do not have to complete this form.

Manager Experience Requirements under 2004 Qualified Allocation Plan

A proposed project Manager can meet this Threshold criteria by demonstrating successful project Manager experience as follows.

- The proposed Management Entity must demonstrate prior experience in the management of at least two multifamily rental housing projects of similar size (number of dwelling units) to the proposed project.
- To be considered, the manager's experience with a project must extend for at least two years and include project lease up experience
- Only Management experience that occurred subsequent to January 1, 1995 will be considered under this criterion.
- This Management Experience requirement may be met through the experience of the Management Entity or through the experience of a principal.

I. Directions

This form must be completed in order for DCA to determine whether a proposed manager or management company meets the threshold manager experience requirements of the 2004 Georgia Allocation Plan. Once this form is completed and signed, no further information should be required. However, DCA reserves the right to request additional information if it deems it necessary.

- The proposed management company is only required to list projects sufficient to meet the DCA manager experience requirements.
- Principals' experience should only be listed if the Principal materially participated in the management of the projects through regular, continuous and substantial involvement.

Part I

1. Please provide the Legal name, address, contact name, phone number and e mail address for the Individual, Principal or Entity that is requesting a determination of their manager experience:

Name	
Mailing Address	
Contact Name	
Phone Number	
Email Address	

2. If the Requesting Entity is experienced through the experience of one of its principal(s), please provide each name below. (An experience summary must be completed for each individual or entity named below.)

1.	4.
2.	5.
3.	6.

3. Please provide preliminary information on proposed 2004 projects. If you are planning on providing management services to more than one project, additional information can be provided on a separate sheet. *

Proposed Development Name:

(if known)

Proposed Location:

Estimated # of Units

Proposed GP/Manager (if known)

Part II Previous Manager Experience Summary

.(Please provide the name of the Entity or Principal for which this summary was prepared. A separate summary should be prepared for each principal or entity)

Name of Management Company or Principal _____

Project Name (multifamily only)	Location (City, State)	Name of Manager for Project	Role in Manager Entity*	No. of Units	Period of Manager involvement Period Mm/y Thru mm/y

*Information provided should reflect the name of the individual or entity for which this form is being completed.

CERTIFICATION

The undersigned does hereby certify that I have read the foregoing Request for Experience Determination and/or Request for Waiver of Experience and do hereby certify that, to the best of my knowledge, all of the information set forth is correct, complete and accurate.

Signature: _____ Date: _____