

# EXHIBIT A-5 – MANAGEMENT ENTITY PROFILE

## MHDC Multifamily Housing Projects Identity of Interest or Independent Management Agents

Instructions: The management entity may develop its own format for providing the information requested in this form. Independent fee managers and identity-of-interest management agents must provide all of the information requested.

1. Name of Management Entity: \_\_\_\_\_

2. Management Entity Type:

Owner/Manager

Independent Fee Agent

Identity-of-Interest Agent

3. Employer Identification Number (EIN): \_\_\_\_\_

4. Organization Type:

Corporation

Partnership

Individual

Other (Specify)

5. Names, titles and Social Security Numbers of firm's principals

|  |  |  |
|--|--|--|
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |

6. Mailing Address for the Company's home office:

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

7. In what year did the company begin managing MHDC projects? \_\_\_\_\_

8. How many MHDC projects does the company manage? \_\_\_\_\_

9. How many are elderly and how many are family projects? \_\_\_\_\_ & \_\_\_\_\_

10. Indicate where each of the following activities are administered by placing MO (Main Office) or PS (Project Site) next to the appropriate task:

|                                       |                      |
|---------------------------------------|----------------------|
| Bookkeeping _____                     | Purchasing _____     |
| Resident Screening _____              | Resident Files _____ |
| Certifications/Recertifications _____ | _____                |

11. List any companies which regularly supply goods or services to your project and have an identity-of-interest with the management entity or its principals. Specify the type of goods and services provided:

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

12. Do any of the identity-of-interest companies listed in 12 above function as "pass-throughs" – i.e., does the identity-of-interest company purchase goods or services from another party and pass those goods or services through to the project? For each pass-through arrangement:

(a) Name the identity-of-interest involved.

\_\_\_\_\_

(b) Explain how the identity-of-interest company's compensation is determined.

\_\_\_\_\_

(c) Explain why it is more advantageous for the project to use the pass-through arrangement than to purchase directly from the ultimate supplier.

\_\_\_\_\_

13. How frequently do company executives or supervisory staff visit the project?

\_\_\_\_\_

14. Specify who (by position/title) conducts the on-site visits or reviews.

\_\_\_\_\_

15. Describe how the company trains its employees. Discuss both on-going training and initial training provided when the employee is hired. Specify the frequency and duration of the training and who/what organization conducts the training. Discuss training for both supervisory and front-line staff.

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

16. Has the Management Agent been released from a Management Agreement within the past 5 years? If so, identify the project and explain why?

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

**Certification:** The undersigned hereby certifies that the statements and information contained in this profile are true and correct.

**Warning:** MHDC will prosecute false claims and statements.

**By Project Management Entity Representative: Print Name, title,**

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**FOR MHDC USE ONLY**

Date: \_\_\_\_\_

Approved / /

Amended / /

Denied / /

Explain: \_\_\_\_\_

Authorized Signature: \_\_\_\_\_  
Asset Management Director

Date: \_\_\_\_\_