

Criteria for Approved Market Analysts Listing

The Market Study

1. **REVISED 10/12/11:** As an approved market analyst, the analyst acknowledges that market studies, submitted for purposes of LIHTC in Virginia, shall at a minimum conform to all the requirements of *VHDA 2012 Market Study Guidelines* (posted at [VHDA.com/LIHTC Program](http://VHDA.com/LIHTC)).

The Analyst

1. The analyst and/or firm must have a minimum of five (5) years experience in market research on affordable, multifamily, rental housing.
2. **REVISED 10/12/11:** The analyst and/or firm must certify that he/her/it is not presently debarred, suspended, proposed for debarment or suspension, declared ineligible or excluded from participation by any state or federal department or agency.
3. The analyst's/firm's obligations can not be assigned or transferred to any other person, firm or corporation without the prior written consent of VHDA.

For consideration, please submit the following via e-mail to jaynell.pittman-shaw@vhda.com or mail to:

VHDA
Attn: Jaynell A. Pittman-Shaw
601 S. Belvidere Street
Richmond, VA 23220

REVISED 10/12/11: **The deadline to submit documentation is November 2, 2011.** The *Analysts Listing* will be posted by November 21, 2011.

1. **REVISED 10/12/11:** A listing of up to 50 LIHTC and/or affordable, multifamily, rental developments for which you have completed market studies (preferably in Virginia), including development name, development address, number of units, construction type and development type (family/elderly)
2. **REVISED 10/12/11:** If the analyst/firm has not provided VHDA with a market study for a LIHTC development in the last twenty-four (24) months, provide 3 reference letters from customers for whom you've completed market studies for LIHTC and/or affordable, multifamily, rental developments; preferably from state or local housing agencies and/or financial institutions. Letters should reference specific properties/property locations.
3. If the analyst/firm is interested in performing market studies for LIHTC developments serving elderly and/or special needs tenants, provide a listing of all developments serving these specific populations for which you have completed market studies. This listing should include the property name,

property address, number of units and whether the development was assisted with federal, state, or local funding.

4. **ADDED 10/12/11:** Please note if you have a preference for a particular area/region of Virginia (i.e. Northern Virginia, Hampton Roads, Central Virginia, Southwest Virginia, etc.). If there is no preference, please note "All areas of Virginia" in your cover letter/summary.

For questions concerning this criteria or VHDA Market Study Guidelines, in general, contact Jaynell Pittman-Shaw at (804) 343-5733 or via e-mail at jaynell.pittman-shaw@vhda.com.