



## Market Analyst Reservation Process

1. Selection of the Market Study Analyst must be made by the LNI due date.
2. The owner/developer accesses the LNI system via [vhda.org](http://vhda.org).
3. Select 'New Notification' or 'Existing Notification'
4. Select Notice Type (top of form)
5. Type in name of project
6. In the section titled 'Market Analyst', click *Request Market Analyst* button
7. Select analyst
8. Click 'Request Approval'

While this concludes the market reservation process, you are still required to submit a completed LNI form for every application submitted for LIHTC consideration.

9. The system will send an email to VHDA with a copy to you.
10. VHDA can approve, reject or cancel your request with comment.

Before your request is approved, you can cancel and choose another analyst. Otherwise, you will have to contact VHDA to choose another analyst.

11. When 'approved' by VHDA, an email acknowledgment will be sent to you and the analyst.
12. Unless declined by the analyst, this concludes your reservation process.

If declined, VHDA will change the system status to 'rejected', resulting in a system notification to you (after which you will restart the process of selecting a new analyst – start at #1 above).