

## OFFERING AGREEMENT - RENTAL

**Project Name:**

**Total # Units / MPDU # Units (%):**

	Task	Specifics of Task
	Confirm Agreement to Build is still valid and can begin Offering Agreement.	Either 1) Contact staff regarding need to amend A2B or 2) download Offering Agreement template or email DHCA staff for a copy.
<b>Prepare Agreement</b>	Complete Body of Agreement	Fill in blanks where provided, remove italics, and do not edit text without discussing with staff.
	Complete schedule of units being offered (Schedule A)	Confirm 1) units in Offering were also in A2B, 2) delivery dates matches A2B, and 3) rents match allowable rents for the applicable year and unit type
	Complete Unit Description (Schedule B)	All information provided and correct and match other floor plans and other schedules like Schedule A and E?
	Complete General Information Sheet (Schedule C)	All information correct?
	Complete Summary of Unit Distribution by Floor and Unit Type (Schedule D)	Check unit numbers are on full floor plan and MDPU are highlighted. Does the MPDU bedroom ratio match the market rate units on the summary chart?
	Attach building floor plans and unit layouts (Schedule E)	Include individual floor layouts for multi-family units with furniture, bedroom size, and unit square footages; and identify unit type and numbers on each sheet.
	Draft Subordination Agreement or Letter (Schedule F)	Complete blanks on subordination agreement or provide letter qualified to substitute for agreement.
	Review Covenants (Schedule G)	Correct form? Check deed info, plat number(s), list of MPDUs to make sure it matches units provided in Schedule A.
	Attach Subdivision Record Plat (Schedule H)	Correct plat(s) for relevant block(s) been provided?
	Attach certified site plan (Schedule I)	Certified site plan signed by MNCPPC and lot / block matches Schedule A? Highlight MPDUs on floor plans.
<b>Review and Signatures</b>	<b>Send to DHCA for review</b>	<b>Do not obtain signatures until staff has confirmed document is ready.</b>
	Submit any corrections if requested by staff	Review corrections; provide additional comments as necessary. Once finalized, staff will send email confirming it is ready to be signed.
	Send staff hardcopy original of signed covenants and subordination agreement	Sign and notarize 1) Schedule G Covenants and 2) Schedule F Subordination Agreement. Staff will send to land records for recordation.
	Builder submits one digital or hardcopy of signed offering agreement	Staff needs digital version of full document with all schedules attached. Sign page 6. Staff will insert recorded documents when returned from land records.
	Staff will send back County signed Offering Agreement	Will return when have recorded covenants back from land records.

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<b>Notification</b>	Staff will notify HOC about MPDUs available for HOC and nonprofits to reserve	HOC has 21 days to make reservation of units and 45 days to finalize reservation.
<b>Schedule Training</b>	Schedule rental training with DHCA staff	Schedule training with MPDU Rental Program Manager for staff.