



811 PRA Property Information Form

Property Information			
Property Name			
Property Address, City & Zip <sup>1</sup>			
Building Type & Number of Floors (Row, Mid-Rise Walk-up, Townhouse, Etc.)			
List Federal, state or local financing currently or ever on the property.			
Legal Owner Entity Information			
Owner Entity Legal Name			
Address, City, State & Zip			
Owner Contact		Owner UEI#	
Owner Email		Owner Phone	
Owner TIN		Owner DUNS #	
Management Agent Information			
Contact			
Company Name			
Address, City State & Zip			
Management Contact Email		Mgmt. Phone	
Management TIN			
Does the Owner and/or agent have experience managing a Section 8 multifamily property? (Y/N)			
Unit Information			
Total Units in Property <sup>2</sup>		Total Units being designated 811 <sup>3</sup>	

<sup>1</sup> Multiple buildings and/or address under the same ownership entity.

<sup>2</sup> Property must have a minimum of five (5) units.

<sup>3</sup> Under the 811 program restrictions, New Hampshire Housing is able to place 10%-25% or 2 units (whichever is greater) at any property or group of properties owned by the same ownership entity. The primary need is for one-bedroom units; however, if there is a need for a larger size unit, we will make the request directly to the owner for that commitment.

Please list below the total number of units in the property by bedroom size:							
Bedroom Size	# of Units	Unit Accessible? Y/N	Current Rent	Utilities Included in Rent (Y/N)	* If No, Utility Allowance	Rent Restricted (Y/N)	If Yes, 60% or 50% FMR?

Please return the form to: Christine Lavalée at [clavallee@nhhfa.org](mailto:clavallee@nhhfa.org)  
 \*Additional information regarding the utility allowance is requested on the next page.

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**Please complete this top portion**

**Utilities:** For the list of utilities below, please check those that are included in the rent. **Also, for each item, (even those that are not included in the rent), enter E, F or G on the line beside that item to indicate the kind of utility it is** (E=electric; NG=natural gas; BG=bottled gas (propane); F=fuel oil or coal).

- Heating \_\_\_\_\_                       Hot Water \_\_\_\_\_                       Lights, etc. \_\_\_\_\_
- Cooking \_\_\_\_\_                       Other \_\_\_\_\_

**For each utility not included in the rent, for which the tenant will receive a utility allowance, please break down the dollar amount for each.** These amounts can be found in the current Utility Allowance link on our website [www.nhhfa.org](http://www.nhhfa.org). If you have performed your own cost analysis, please provide the analysis grid with this Property Information Form.

Heating \$ \_\_\_\_\_                      Hot Water \$ \_\_\_\_\_                      Lights, etc. \$ \_\_\_\_\_

Cooking \$ \_\_\_\_\_                      Other \$ \_\_\_\_\_                      \$ \_\_\_\_\_

**Please indicate how you calculated your Utility Allowances:**

- PHA published allowances on NHHFA website
- Conducted own analysis (if you used your own analysis, please provide a copy with this form)

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**For Office Use Only**

<b>Contract #</b>					
<b>Approved Rents</b>	<b># of units</b>	<b># of bedrooms</b>	<b>Contract Rent</b>	<b>Utility Allowance</b>	<b>Gross Rent</b>

**Notes**