**MULTIFAMILY HOUSING TRANSFER AND PREPAYMENT**

**TECHNICAL ASSISTANCE SERVICES**

Technical Assistance Services provided by Tierra del Sol Housing Corporation may include the following services. Individual technical assistance plans are determined by TDS and the TA recipient.

1. Assess the eligibility, capacity, qualifications and technical assistance needs of the TA recipient as a nonprofit organization or PHA:
* Organizational capacity by reviewing staff and board resumes
* Familiarity with USDA, Handbooks, and Section 515
* The Section 515 transfer process
* Construction management experience
* Property management experience and capacity
* Financial capacity of the organization by reviewing audits and financial statements
* Capacity for paying up-front pre-transfer soft costs, meeting down payment requirements (at least 10% of the remaining loan balance to be assumed), and for operating the project long-term
* Experience in securing leveraged funds
1. Identify potential 515 properties with maturing mortgages for transfer
2. Guidance on financing options available through RD such as mortgage write downs, new RD loan, or loan guarantee
3. Property negotiations
4. Transfer analysis and underwriting requirements
5. Preparation and analysis of market studies, appraisals, Capital Needs Assessments, Phase I/Class I environmental reports, legal and financial documents, and transaction structuring analysis
6. Develop property management plans
7. Third party financing to identify sources, provide guidance on preparing loan and grant applications, affordability periods, sources and uses, and structuring the timing of the investment.
8. Guidance on negotiating with lenders, analyzing financing costs, meeting closing requirements, determining construction draw schedules,
9. Prepare Attachment 7-B-1 Application Checklist
10. Secure RD approvals to transfer the property
11. The transfer application and loan closing process
12. Coordinate loan closing activities
13. Manage the construction or rehab process and completing the construction certification process.
14. Understand and use the 3560 Handbook Part 1, 2, and 3

Nonprofits and PHAs that demonstrate capacity to own and manage these projects but lack sufficient cash resources may request financial assistance from Tierra del Sol Housing Corporation to pay eligible up-front soft costs. Note: these funds are provided as a forgivable Promissory Note. Once the transfer is completed, the Promissory Note will be forgiven. However, if the transfer is not completed, TDS may require repayment so the funds are available to assist another entity.

**For additional information, please contact TIERRA DEL SOL HOUSING CORPORATION at 575-541-0477 or by e-mail at TDSHC.ORG.**