

**Multifamily Middle-Market Certification**

Form Version

23.03

**Read Before Starting-** This request must be submitted to FHFC via the Multifamily Middle-Market portal contemporaneously with a current rental market study by January 1. After submitting, owners will need to confirm their submission between January 1 and January 15. Failure to confirm a submission during this period will result in certification being denied. Cells that are yellow must be completed by owners, while cells that are white will auto-populate based on previous responses. If you are unsure of a field that is being requested or how to complete the form, please refer to the FAQ and a how-to manual at: <https://www.floridahousing.org/live-local-act/multifamily-middle-market-certification>. Once completed, this request can be uploaded via the MMM portal, which will also check for errors or blank fields. This form is designed to be used for the Multifamily Middle-Market Certification request alone, use in any other program is not endorsed by the Florida Housing Finance Corporation.

Section 1: General Information		Section 2: Rental Market Study Rates		
<i>All yellow fields must be completed, white fields will autogenerate. Please review "READ BEFORE STARTING" located above.</i>		<i>Provide the rental rates found within your rental market study in the yellow column. If you have multiple rental rates for a bedroom number enter the highest rate found.</i>		
Development Name:	Sunshine Development, Phase 1	# Bedrooms	Rental Market Study Rate	90% of Rental Market Study Rate
Development Physical Street Address:	123 Main Street	0	\$1,000.00	\$900.00
Development City:	Anytown	1	\$1,400.00	\$1,260.00
Zip Code for Development:	32399	2	\$1,800.00	\$1,620.00
County of Development:	Leon	3	\$2,200.00	\$1,980.00
Management Company:	Florida Affordable Property Management, Inc	4	\$2,600.00	\$2,340.00
Request Prepared and Submitted by:	John Doe	5	\$3,000.00	\$2,700.00
How many units are within the development (total)?	80	<b>Section 3: Parcels and Units Under Consideration</b>		
How many units are under consideration for certification per statute 196.1978(3)?	10	Parcel Number-Click <a href="#">here</a> to find your local property appraiser and search for parcel number.	Number of Units under consideration per parcel	
What date was the submitted Rental Market Study completed?	09/01/2022			
Date of Rental Market Study Expiration:	03/31/2025			
Provide the Name of the Certified General Appraiser that completed your Rental Market Study.	Frank Smith	555-5555	5	
		000-0000	5	
Provide the certification number of the certified general property appraiser that completed your rental market study. <a href="#">Click here</a> to be directed to the Department of Business Regulation's database to find certification number.	98765			
Name of Owner:	Michael Jones			
Name of Authorized Representative of Owner:	John Doe			



**Owner's Certification**

Development Name: Sunshine Development, Phase 1

Leon County

**Initial each  
numbered item  
below.**

**Initial on each item line and sign and date on bottom.**

1. I am the Authorized Representative of the owner and am authorized by the owner of the development under consideration to act on it's behalf in submitting a request for certification.	JD
2. As the Authorized Representative of the owner, I attest that all information provided within the attached request for certification is true and complete.	JD
3. As the Authorized Representative of the owner, I am authorized to commit the development to meeting statutory requirements for a minimum of 3 years.	JD
4. As the Authorized Representative of the owner, I understand that if issued an exemption under 196.1978(3), the submitted property is restricted, under penalty of perjury, for a period of no less than 3 years to housing persons or families who meet the income limitations under this subsection. If the property at any point during these three years the property fails to meet statutory requirements the property owner and property may be subject to fines and liens issued by the local property appraiser.	JD
5. As the Authorized Representative of the owner, I confirm that the units under consideration will have tenants and rents that reflect those submitted in section 4 of this application.	JD
6. As the Authorized Representative of the owner, I confirm that the Certified General Appraiser utilized to complete the Rental Market Study is independent and not affiliated with the owner.	JD
7. As the Authorized Representative of the owner, I understand that issuance of certification by Florida Housing does not constitute approval nor a guarantee of an exemption.	JD
8. As the Authorized Representative of the owner, I attest that the units seeking certification are not currently receiving an exemption under 196.1979 F.S.	JD
9. As the Authorized Representative of the owner, I attest that the units seeking certification are not subject to a restriction agreement with Florida Housing Finance Corporation pursuant to Chapter 420.	JD
10. <b>By typing your signature below the authorized representative certifies that he/she understands the requirements and commitments of the program as laid out above.</b>	JD

**Authorized Representative - Typed Signature**

John Doe

**Title of the Authorized Representative**

Principal

**Date (Enter current date below)**

9/25/2023

Field	Definition
<b>Section 1; General Information</b>	
Development Name	Commonly known name of Development.
Development Physical Street Address	Physical Street Address for the Primary Development Building. If accurate, the physical address that is listed on your parcel record can be used.
Development City	City where development is located.
ZIP Code for development	Zip Code for where development is located.
County of development	County in which the development is located.
Management Company	Primary company responsible for day to day to management of development
Request Prepared and Submitted by	Name of the person preparing and submitting the request. This can be the owner or a designated agent authorized to apply for certification on behalf of the owner. Does not have to be the same person as the authorized agent.
How many units are within the development (total)?	Sum total number of units within the development. This should include all units including those under certification consideration, market rate, etc.
How many units are under consideration for certification per statute 196.1978(3)?	The total number of units within the development that will be providing housing at the statutorily required rates to eligible tenants which will be seeking the exemption. This is the number of units that are under consideration for certification and exemption. This should not include units that are currently subject to a land use restriction agreement, are market rate, or are otherwise known by the owner to be ineligible to receive the exemption.
What date was the submitted Rental Market Study completed?	Provide date that the Rental Market study associated with this development was completed. Format- Month/Date/Year, i.e. 1/19/2023
Rental Market Study Expiration (autogenerate based on RMS completion date)	Year in which rental market study expires, this will autopopulate to 3 years after initial completion date of submitted rental market study is entered.
Provide the Name of the Certified General Property Appraiser that completed your rental market study	Name of certified general property appraiser that completed the submitted rental market study.
Provide the Certification Number of the Certified General Property Appraiser	Certification number for the certified general property appraiser that completed the rental market study. Number should be found on the rental market study or can be found by visiting department of professional business regulation. This number should begin with RZ followed by the number.
Name of Owner	Name of owner company, this should match what is found on the parcel record for the property, as found on your local property appraiser site.
Name of Authorized Representative	Name of the person who is authorized to sign the attestation in section 5 and submit the request on behalf of the company.
<b>Section 2; Rental Market Study Rates</b>	
Rental Market Study Rates by Bedroom Count	Market rental rates found by rental market study for each bedroom count. If multiple rates are included for one specific bedroom count, you must use the highest rate.
90% of Rental Market Rate	Will autogenerate based on the rental market study rates provided in section 2.
<b>Section 3; Parcels and Units Under Consideration</b>	

<b>Parcel Number</b>	Unique number assigned to the parcel, can be found by county property appraiser site. Multiple parcels are allowed on one request and will be assessed together. FHFC strongly advises owners to work with the local property appraiser prior to request submission, to determine which parcels should be submitted on separate requests.
<b>Number of units under consideration per parcel</b>	The number of units on each respective parcel that are under consideration for certification.
<b>Section 4; Unit Information</b>	
<b>Building Number</b>	Building Number in which the associated unit resides.
<b>Unit Number</b>	Unit Number of specific unit under consideration, example 1A, 2B, etc.
<b>Parcel Number</b>	Unique number assigned to the parcel, can be found by county property appraiser site. Multiple parcels are allowed on one request and will be assessed together. FHFC strongly advises owners to work with the local property appraiser prior to request submission, to determine which parcels should be submitted on separate requests.
<b># of Bedrooms</b>	Number of bedrooms in the associated unit.
<b>Household Size</b>	The number of people residing in the unit's household.
<b>Tenant AMI</b>	Tenant Income category that will be/or is in unit as of January 1st. Owners may be required to demonstrate, as needed, that units and tenants meet AMI requirements to property appraisers.
<b>90% Rental Market Study Rate</b>	Will auto populate based on entry in section 2 and is 90% of the reported rental market study rate.
<b>FHFC Published Multifamily Rental Rate</b>	Will autogenerate based on the responses provided to the county of development, AMI serviced, and bedroom count. This rate is pulled from the most recent FHFC multifamily LIHTC rent and income tables.
<b>Maximum Monthly Rental Rate (Includes all charges that are a condition of occupancy)</b>	This will autogenerate based on the values in the LIHTC and 90% of Rental Market Study fields. The lowest of the two will automatically be populated and represents the highest allowable amount for that unit's rent.
<b>Maximum Allowable Family Income</b>	Autopopulates based on county, household size and tenant AMI. This is the maximum eligible income the household can make under the selected county, size, and AMI parameters.
<b>Actual Monthly Charged</b>	Rent that will be in place as of January 1st. Rent is per month and total rent must include all charges that are a condition of occupancy. This value must be less than the maximum monthly rental rate otherwise an error will generate.
<b>Section 5; Owner's Certification</b>	
<b>Initial each item</b>	Initial by each item listed 1-10 on section 5
<b>Authorized Representative</b>	Name of the person who is authorized to sign the attestation in section 5 and submit the request on behalf of the company.
<b>Title of Authorized Representative</b>	Title of the authorized representative within their respective company.
<b>Date</b>	Date certification request is signed.