

**OWNER/AGENT INFORMATION FORM**

**PROPERTY INFORMATION**

**Contract Number:** MN46

<b>Property Name:</b>			
<b>Property Address:</b>			
<b>Management Agent Site Manager:</b>			
<b>Telephone Number:</b>		<b>FAX:</b>	
<b>E-Mail:</b>			

**OWNER DETAIL**

<b>Owner's Company Name:</b>			
<b>Address:</b>			
<b>Entity Type:</b>	Non-profit? <input type="checkbox"/> Yes <input type="checkbox"/> No (check applicable box)		
<b>City, State, Zip:</b>			
<b>Owner Contact:</b>			
<b>Telephone Number:</b>		<b>FAX:</b>	
<b>E-Mail:</b>			

**MANAGEMENT AGENT DETAIL**

<b>Management Company Name:</b>			
<b>Address:</b>			
<b>City, State, Zip:</b>			
<b>Management Agent Contact (<i>President, CEO, Director, etc</i>):</b>			
<b>Telephone Number:</b>		<b>FAX:</b>	
<b>E-Mail:</b>			
<b>Management Agent Regional Office Contact (<i>Regional/Property Manager</i>):</b>			
<b>Address:</b>			
<b>City, State, Zip:</b>			
<b>Telephone Number:</b>		<b>FAX:</b>	
<b>E-Mail:</b>			

**VOUCHER ELECTRONIC MAILING INFORMATION SHEET****\*\*\*Please fill this form out for EACH property\*\*\***

<b>Property Name:</b>	
<b>Contract Number:</b>	<b>MN46</b>

**TRACS CONTACT** (Person responsible for **electronic submission** of 50059s and Vouchers)

<b>Company Name:</b>			
<b>Contact Person:</b>			
<b>Telephone Number:</b>		<b>FAX:</b>	
<b>E-Mail:</b>			

**VOUCHER CONTACT** (Person responsible for processing and signing HAP Voucher)

<b>Company Name:</b>			
<b>Contact Person:</b>			
<b>Telephone Number:</b>		<b>FAX:</b>	
<b>E-Mail:</b>			

**SPECIAL CLAIMS CONTACT** (Person responsible for submitting Special Claims)

<b>Company Name:</b>			
<b>Contact Person:</b>			
<b>Telephone Number:</b>		<b>FAX:</b>	
<b>E-Mail:</b>			

**PREVIOUS SPECIAL CLAIMS CONTACT**

<b>Company Name:</b>			
<b>Contact Person:</b>			
<b>Telephone Number:</b>		<b>FAX:</b>	
<b>E-Mail:</b>			
<b>Remove contact's access to this property in the Multifamily Customer Portal?</b> YES <input type="checkbox"/> NO <input type="checkbox"/>			
<b>Remove contact's access to this Company's Multifamily Customer Portal?</b> YES <input type="checkbox"/> NO <input type="checkbox"/> <i>Note: select yes if the contact is no longer an employee of the company</i>			

<b>Owner UEI #</b>	
<b>Owner TIN #</b>	
<b>Management TIN #</b>	

**TRACS SOFTWARE** (TRACS/HUD software vendor)

<b>TRACS Mailbox ID#:</b> (TRACSMail ID you are using to send FROM)	
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**RETURN BY EMAIL, MAIL or LeapFile to Princess Moss, Housing Technician**

Last Updated: 2/26/2024

EMAIL:	<a href="mailto:mhfa.pbca.general@state.mn.us">mhfa.pbca.general@state.mn.us</a>
MAIL:	Minnesota Housing Finance Agency
	Attn: Princess Moss
	400 Wabasha St. N., Ste. 400
	St. Paul, MN 55102
LeapFile- required for private data on Bank Change Request forms	<a href="#">Multifamily Secure Upload Tool</a> <a href="https://mnhousing.leapfile.net/fts/drop/custom/Index.jsp">https://mnhousing.leapfile.net/fts/drop/custom/Index.jsp</a>  Please use email address <a href="mailto:mhfa.pbca.general@state.mn.us">mhfa.pbca.general@state.mn.us</a> when you click on Secure Upload  Please include the name of the property in the subject line