



Request for Action Multifamily Loan/Grant Servicing Instructions

Updated April 2024

The Request for Action (RFA) process is used for many different servicing requests such as assumptions, ownership or management company changes, subordinations and payoffs. An RFA form must be submitted for all loan/grant servicing requests.

Step 1

Complete and submit RFA form by:

- Email: rfa.mhfa@state.mn.us
- Mail: Minnesota Housing
Attn: RFA Team
400 Wabasha St. N., Suite 400
St. Paul, MN 55102

NOTE: We encourage you to discuss with your legal counsel prior to submitting your RFA to help ensure your request is complete and accurate.

Step 2

Upon receipt of your complete RFA form, we will email you:

- A list of required due diligence items
- An invoice for the applicable nonrefundable RFA processing fee, if required
- An engagement letter to be signed by the owner, if required

Step 3

Once Minnesota Housing receives properly completed due diligence items and the nonrefundable RFA processing fee, we will review the materials and present them to the appropriate committees for approval. The average timeline for a decision is 30 to 90 days from receipt of all required documentation and fees. This timeline may be extended based on the request or completeness of the documentation.

Step 4

We will notify you in writing of the final decision and provide you with next steps.

If the RFA is approved and your transaction requires a closing, your file will be transferred to Minnesota Housing's legal team. The average timeline for closing is 30 to 45 days after the approval date. For more complex transactions, such as assumptions and loan modifications, 45 to 90 days is the approximate timeline.

Request for Action Multifamily Loan/Grant Servicing Form

Fill out the form as completely as possible. If a field or section does not apply or if you do not have the information, leave it blank.

Contact the RFA team with questions at rfa.mhfa@state.mn.us.

A. Property Description

Details	Response
Property Name	
Minnesota Housing Development #	D
Property Address	
City	

B. Existing Financing

List in lien priority and include all debt.

Lender	Amortizing Deferred Cash Flow	Recourse (Y/N)	Repayable Forgivable	Original Amount	Outstanding Balance	Note Rate	Term/ Amortization	Maturity Date

C. Current Contact Information

List the current contact information for the owner, management company and service provider.

Current Owner

Contact Information	Response
Owner/Owner Entity Name	
Address	
City, State, ZIP Code	
Owner Contact Name	
Phone Number	
Email	

Current Management Company

Contact Information	Response
Management Company	
Address	
City, State, ZIP Code	
Management Company Contact Name	
Phone Number	
Email	

Current Service Provider

Contact Information	Response
Service Provider Company	
Address	
City, State, ZIP Code	
Service Provider Contact Name	
Phone Number and Email	
Email	

E. Request Type

Select all that apply.

Check	Request Type
	Assumption with new financing
	Assumption without new financing
	HAP contract assignment and assumption
	Section 811 Use Agreement assignment and assumption
	Amendment/modification/waiver of loan or grant terms and/or provisions
	Consent to: Easement Encumbrance, such as consent to new loan Encroachment
	Change of guarantor
	Property changes: Change in number of assisted units Change in use, such as add, change or remove common space unit, change in occupancy model, etc.
	Supportive housing changes: Number of Long-Term Homeless (LTH)/High Priority Homeless (HPH)/People with Disabilities (PWD) units Service provider NOTE: Complete Section H. Other:
	Ownership changes: Sale of property NOTE: Complete Section F. Partner or member transfers, withdrawals, or additions NOTE: Submit a current and proposed organizational chart.
	Partial release
	Debt forgiveness
	Satisfaction(s), such as release of lien(s)
	Termination of agreement(s)
	Payoff at mortgage maturity

	<p>Payoff/prepayment prior to mortgage maturity</p> <p>Estimated payoff proposed date:</p> <p>Actual payoff</p> <p>Complete the Payoff Worksheet Attachment.</p> <p>NOTE: Loan payoff will not always release restrictions contained in Declarations of other loan documents. Consult with your legal counsel if you have questions.</p>
	<p>Subordination due to refinance/new financing (list documents in Section D4).</p> <p>New loan amount:</p> <p>Term (years):</p> <p>Amortized term (years):</p> <p>Interest rate:</p>
	<p>Management company change</p> <p>NOTE: Complete Section G.</p>
	<p>Other:</p>

F. New Property Owner (If Applicable)

Contact Information	Response
Legal Name of Property Owner	
Tax Identification Number (TIN)	
Property Owner Contact Name	
Email Address	
Owner Contact Street Address	
City, State, ZIP Code	
Phone Number	
Fax Number	

G. New Management Company (If Applicable)

Contact Information	Response
Legal Name of Property Management Company	
Tax Identification Number (TIN)	
Management Company Contact Name	
Email Address	
Management Contact Street Address	
City, State, ZIP Code	
Phone Number	
Fax Number	

H. New Service Provider (If Applicable)

Contact Information	Response
Service Provider Company	
Service Provider Contact Name	
Email Address	
Service Provider Contact Street Address	
City, State, ZIP Code	
Phone Number	
Fax Number	

Signature

Ownership Entity Name/Owner

Signature

Printed Authorized Signatory

Title of Authorized Signatory

Date