



Processing Improvements

Concept Meeting Information

All Section 220, 221(d)(3), 221(d)(4), 231 and 241(a) projects (both market rate and affordable) must participate in a concept meeting with the program center, either in person or by teleconference, where the project has an early review before submitting a pre-application or direct to Firm application. Concept meetings are not required, but are strongly encouraged for Section 223(f) transactions. The submission required from the Lender for a concept meeting review should address the following items, to the extent possible at this preliminary stage.

General information :	
Name of property	
Address of property	
Name of lender company	
Lender staff person requesting the concept meeting	

Basic proposals for New Construction/ Substantial Rehabilitation & Refinancing :	
Section of the Act	
Number of market rate and affordable units	
Project mortgage	
Basic information on developer and principals	
Management Company	
Previous HUD experience	
Geographic location with map	
Photographs of the subject and immediate surroundings	
Amenities	
Green/ Sustainability Features	
Is it part of the city's redevelopment plan? (Yes/No, please describe)	
Is it a Transit Oriented Development? (Yes/No, please describe)	
Preservation (Yes/No, If so please describe the number of units)	
Environmental Issues	
Potential risks and mitigating factors	
Any anticipated waiver requests	
Other Funding Sources, i.e., LIHTC, BAB, PAB, and etc.	

Proposals exclusive to New Construction/ Substantial Rehabilitation :	
General Contractor	
Site improvements (existing/proposed)	
Commercial component-discuss potential tenants	
Community/ City/ State Support (Yes/No; please describe)	
Development Status (e.g., have any permits/ approvals been obtained?)	
Discuss general market conditions, competitive properties and comparables	

Proposals exclusive to Refinancing or Acquisition:	
Mortgage term and estimated remaining economic life (HUD-92013)	
Refinance or acquisition (HUD-92013)	
Actual and effective property age/class	
Physical condition	
Prior/proposed renovations (per unit cost)	
Discuss eligibility for Section 223(f) versus substantial rehabilitation	
Existing debt / cash out	
Current occupancy (physical / economic)	
Income and Expenses	
Discuss general market conditions, competitive properties and comparables	