



# DEVELOPMENT PROPOSAL

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City of Chetek  
220 Stout Street  
Chetek, Wisconsin

The following proposal is in response to the City of Chetek's request for proposals for development of a former turkey grow-out farm 38-acre parcel located at 1301 Knapp Street.

**September 16, 2020**

## EXECUTIVE SUMMARY

Northpointe Development is pleased to provide the following proposal for the acquisition and development of the northeast 8.3 acres of the 38-acre parcel located at 1301 Knapp Street. Northpointe will act as the lead Developer for the project and intends to apply for WHEDA Housing Tax Credits in December of this year. We applaud the City for publishing the RFP as it will certainly generate development ideas but also give the City a competitive advantage in securing highly sought-after tax credits from WHEDA. Northpointe is proposing to build 40 rental housing units with a variety of bedroom sizes including ones, twos, and three-bedroom units. Our development will focus on housing uses intended to create a vibrant, family-oriented new neighborhood and act as a catalyst for single family housing to be built on most of the remaining site. The City of Chetek, as documented in the 2019 Housing Study, has a strong need for new rental housing for the community's workforce and senior population. Our proposal meets the City's needs and would be a great fit for community members looking for housing that is quality, safe, and affordable. Our property offers an alternative for home owning seniors that would like to sell their homes which would also allow opportunities for new homeowners to join the community. In addition, our mixture of bedroom sizes will allow both new and existing working families to have a home near where they work as well as be in close proximity to the Highschool and other schools that rank annually in the top tier of school districts in the State of Wisconsin.

We believe that this plan delivers long range financial benefits to the community within a sensible timeline and requires an overall low upfront investment from the City. The plan also provides a sensible separation of housing on the site between multifamily and single-family uses. Northpointe is an experienced and financially stable development team that has successfully delivered similar projects throughout the state. As a long-term owner we continue to own and successfully operate all the properties we have developed to date. Our proposed improvements mostly rely on financing and sources already available to the development team; however, we are requesting that the city partner with us to provide the land and a small amount of additional resources for the development. These resources will be leveraged and increase the competitiveness of our applications to WHEDA and other financing opportunities. Once fully stabilized the proposed development will generate approximately \$36,000 in annual real estate taxes with the possibility for additional revenues if more units are added as a second phase. If selected, we will work with the city and neighborhood to get feedback and address concerns so we can deliver the most complete and desirable layout of buildings and landscaping. Our proposal delivers a feasible and executable plan and brings much needed quality new housing into the community and we look forward to working with you on this opportunity.

Questions regarding this proposal should be directed to:

Sean O'Brien  
Principal  
Northpointe Development Corporation  
(608) 334-5665  
[sean@northpointedev.com](mailto:sean@northpointedev.com)

## PROPOSAL HIGHLIGHTS

- 40 unit multifamily developed including 1, 2, and 3-bedroom units
- Proposed development will be single story cottage style buildings that will meet the needs of both family and senior households
- Proposal to include professional management, sufficient parking, and a significant level of amenities
- Developer requests that the City transfer 8.3 acres at the northeast portion of the site to Northpointe for \$1 as well as negotiate for affordable housing funds or TIF
- Maximized long-term financial benefits and amenities to the City and community
- Site to be accessed by private drive and connect to existing utilities reducing the need for upfront infrastructure.
- Northpointe will apply for 9% Housing Credits from WHEDA in December 2020
- Tax credit awards will be made in April allowing for a fall 2021 closing
- Requesting a right of first refusal on the southeast 8-acre parcel
- Approximately 22 acres of remaining land to be developed into single family housing by other developer
- Development plan intended to be amenable to Council and community feedback

## TABLE OF CONTENTS

SECTION 1	Overall Project Approach Site Plan & Building Examples Floor Plans Project Team Overview
SECTION 2	Northpointe Development Overview & Key Staff Examples of similar Development Projects References
SECTION 3	Financial Projections Sources and Uses of Funds City Assistance Request
SECTION 4	Project Timeline Marketing Plan Management Plan Tenant Selection Plan

## **Overall Project Approach**

### **SENIOR AND WORKFORCE HOUSING**

New housing for the community's workforce as well as affordable senior options are two major needs throughout Wisconsin including Chetek. Northpointe Development is proposing to develop Bailey Cottages, a newly constructed 40-unit Housing Tax Credit multifamily development located on the northeast portion 38- acre parcel located at 1301 Knapp Street. The development will consist of 6 newly constructed, single-story buildings containing 12, one bedroom/one bathroom units, 16, two bedroom/two bathroom units, and 12, three bedroom/two bathroom units. All 40 units will be considered affordable and will be rented to households with incomes at 30, 50, and 80% of the County Median.

A private drive extending from Knapp street will provide access to the site. The entrance will include a boulevard, berms and other intentional landscaping to deliver a pleasing view as neighbors drive past. The development will not require significant upfront infrastructure investment from the City as no new public streets are needed to access the development and utilities will be connected from those already existing along Knapp Street. This approach allows the City to target most of their resources to the remaining portions of the site.

Our projects are sustainably built with high quality materials and will provide many desirable amenities including: On-site professional management, Security Lighting, Community Room, Community patio, Outdoor Play area, Fitness Center, Bike Parking, Single Car Garages for each unit along with additional surface parking sufficient for households with multiple cars and their guests. In total there will be 2.5 parking spaces per unit. All units will have an in-unit washer/dryer included along with other standard appliances. Internet will be included to all residents at no additional cost.

The project will use sustainable building materials and will be Wisconsin Green Built Home Certified. As a Wisconsin Green Built Home property, the project will strike the right balance between sustainability outcomes and affordable housing goals. Green infrastructure ideas will be implemented and a bioretention basin will be built on the site to handle stormwater. 20% of the total units will contain universal design features. Universal Design, as defined by the Center of Universal Design, is "the design of products and environments to be usable by all people, to the greatest extent possible, without the need for adaptation or specialization." Northpointe recognizes the need to create housing including Universal Design features while maintaining aesthetics and affordability.

Northpointe plans to apply for the Federal 9% competitive housing tax credits in December of 2020. The credits are allocated by Wisconsin Housing Economic Development Authority (WHEDA) and announcements will be made by approximately April of 2021. The financial

**DEVELOPMENT PROPOSAL**  
**1301 Knapp Street**  
**Chetek, WI**

sources and uses can be found in Section 3. The main source of financing comes from equity generated by the Housing Tax Credits. As a frequent participant in the tax credit program, Northpointe has had great success in turning tax credits into equity. Also, Northpointe intends to apply for affordable housing grants including an AHP award from the Federal Home Loan Bank. The program will provide \$600,000 of grant funds to the project which will assist in making the high-quality development affordable. Other sources include debt provided by WHEDA or a local lender and funds from the City of Chetek. We are requesting that the city allocate their affordable housing funds to the project as either a grant or a low interest loan; however, we would be open to using TIF as well. We think the affordable funds make the most sense as then the City would have more TIF capacity for the remaining site. All these sources are estimates as we will need to contract a third-party market study to validate the rental and market assumptions which is a WHEDA Tax Credit requirement. If selected by the City, we would want to order the market study right away. Northpointe is annually rated as a top developer by WHEDA's tax credit scoring committee. Northpointe has been a long-time borrower from WHEDA and maintains a good working relationship.

Lastly, Northpointe has earned a top-notch reputation in the industry after years of successful fundings and project completion. Over the last 10 years, Northpointe has built a significant portfolio in the State of Wisconsin using the Housing Tax Credit Program. 100% of the Housing Credit awards received by Northpointe have moved forward into quality housing developments. By selecting a plan that has a higher likelihood of obtaining competitive resources and by choosing a qualified experienced developer, the City will have assurances that the overall development plan will come to fruition.

## PROJECT DEVELOPMENT TEAM

The success of Northpointe Developments many apartment projects have included the following partners. If awarded the project, these are the likely entities and contacts that will be involved in the Knapp Street Development:

**Developers:** Northpoint Development, LLC  
230 Ohio Street  
Oshkosh, WI 54902  
(608) 334-5665  
Contact: Sean O'Brien  
sean@northpointedev.com

**Architect:** Knothe & Bruce Architects, LLC  
7601 University Avenue, Suite 201  
Middleton, WI 53562  
(608) 836-3690 Ext 110  
Contact: Kevin Burow  
kburow@knothebruce.com

**Engineer:** Vierbicher Associates, Inc.  
Fourier Drive, Suite 201  
Madison, WI 53717  
(608) 821-3947  
Contact: David Glusick  
dglu@vierbicher.com

**Contractor:** Northcentral Construction Corp  
631 South Hickory Street  
Fond du Lac, WI 54935  
(920) 929-9400  
Contact: Mark Dudzinski  
Markd@nccbuilds.com

**Property Management:** ACC Management Group, Inc  
2375 State Road 44  
Oshkosh-, WI 54904  
(920) 966-9905  
Contact: Rose Andler  
Rose@accmanagementgroup.com

KNAPP STREET



knothe bruce  
ARCHITECTS

Phone: 7601 University Ave, Ste 201  
608.836.3690 Middleton, WI 53562



RFP Response - September 3, 2020

PROJECT TITLE

Chetek Concept  
Northpointe  
Development

Knapp Street

Chetek, WI

SHEET TITLE

Site Plan

SHEET NUMBER

C-1.1

PROJECT NO. 2034

© Knothe & Bruce Architects, LLC

15th STREET

15th STREET

FUTURE SINGLE FAMILY LOTS  
FOR SALE BY OTHERS  
22.0 acres

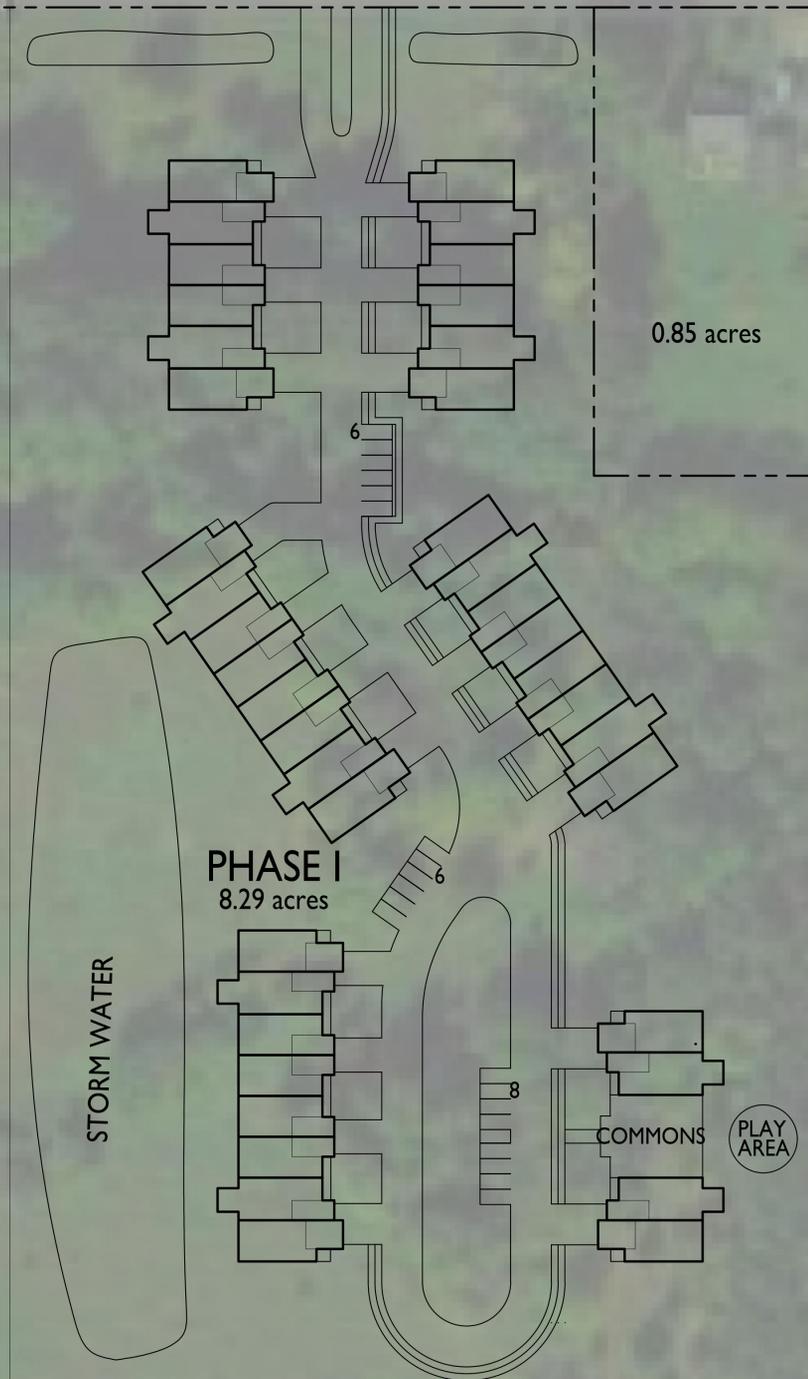
UNIT SUMMARY

PHASE I - 40 UNITS - 8.29 acres

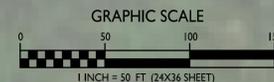
- (12) 1-BEDROOM UNITS
- (16) 2-BEDROOM UNITS
- (12) 3-BEDROOM UNITS

PHASE 2 - 40 UNITS - 8.86 acres

- (12) 1-BEDROOM UNITS
- (16) 2-BEDROOM UNITS
- (12) 3-BEDROOM UNITS



I SITE PLAN  
C-1.1 1" = 50'-0"

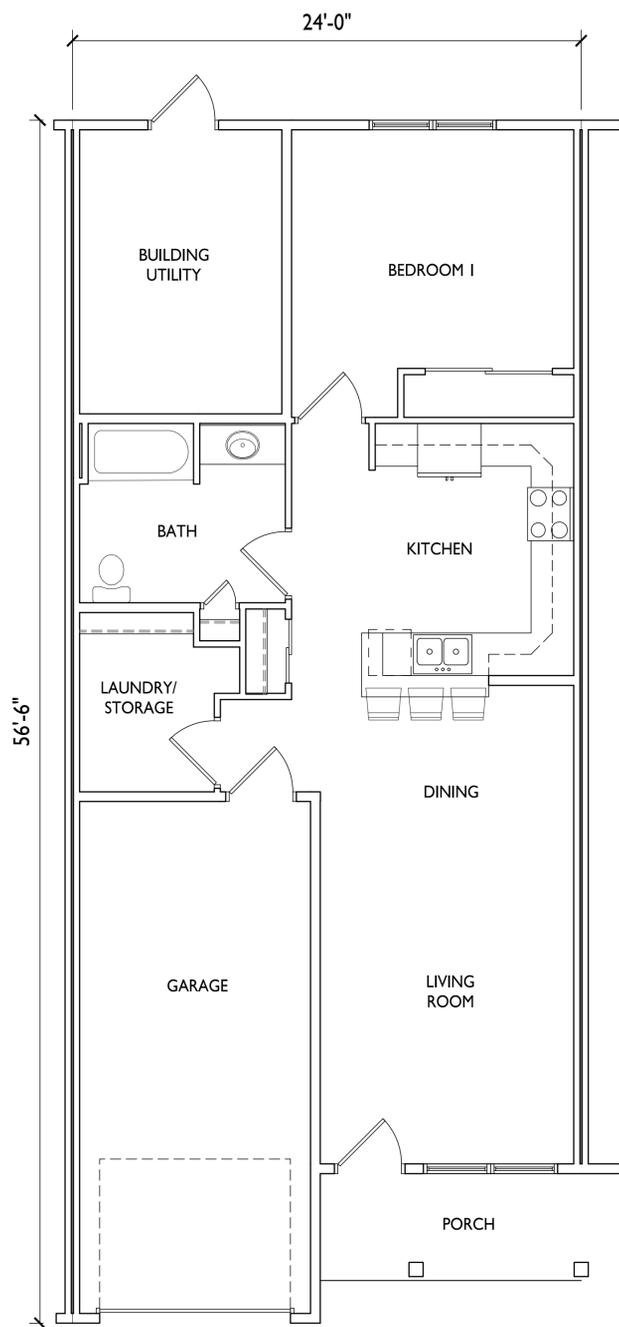


PHASE II  
8.86 acres

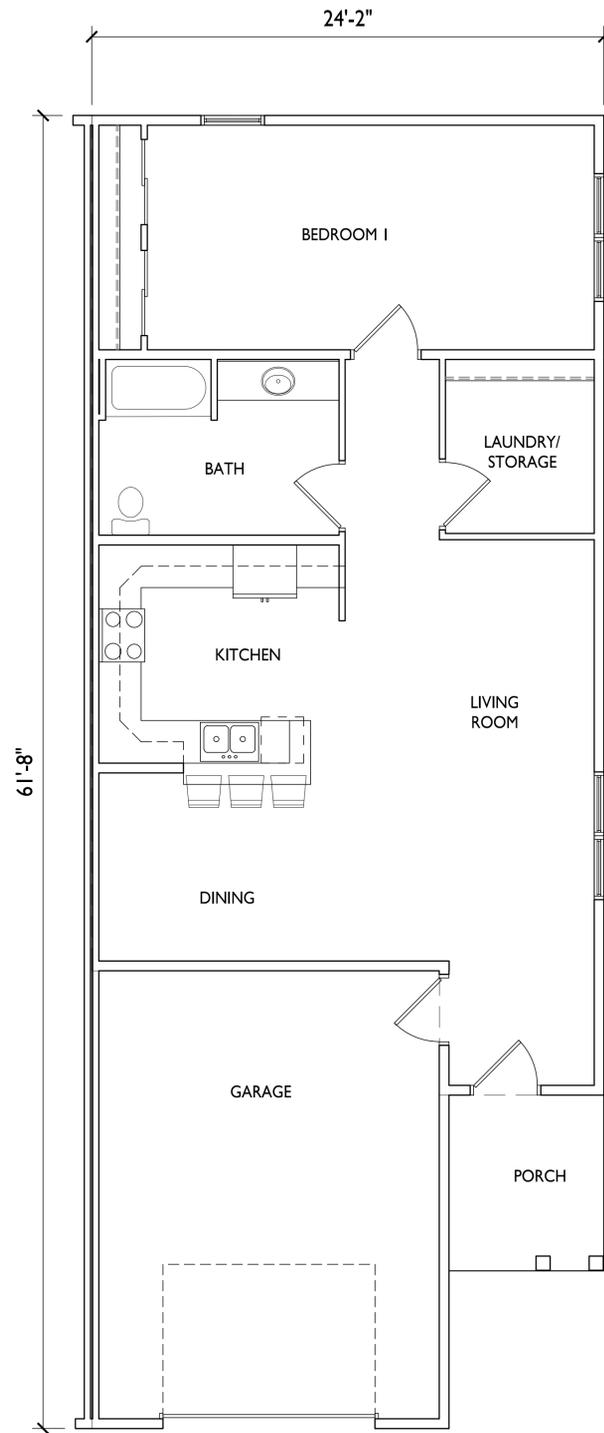




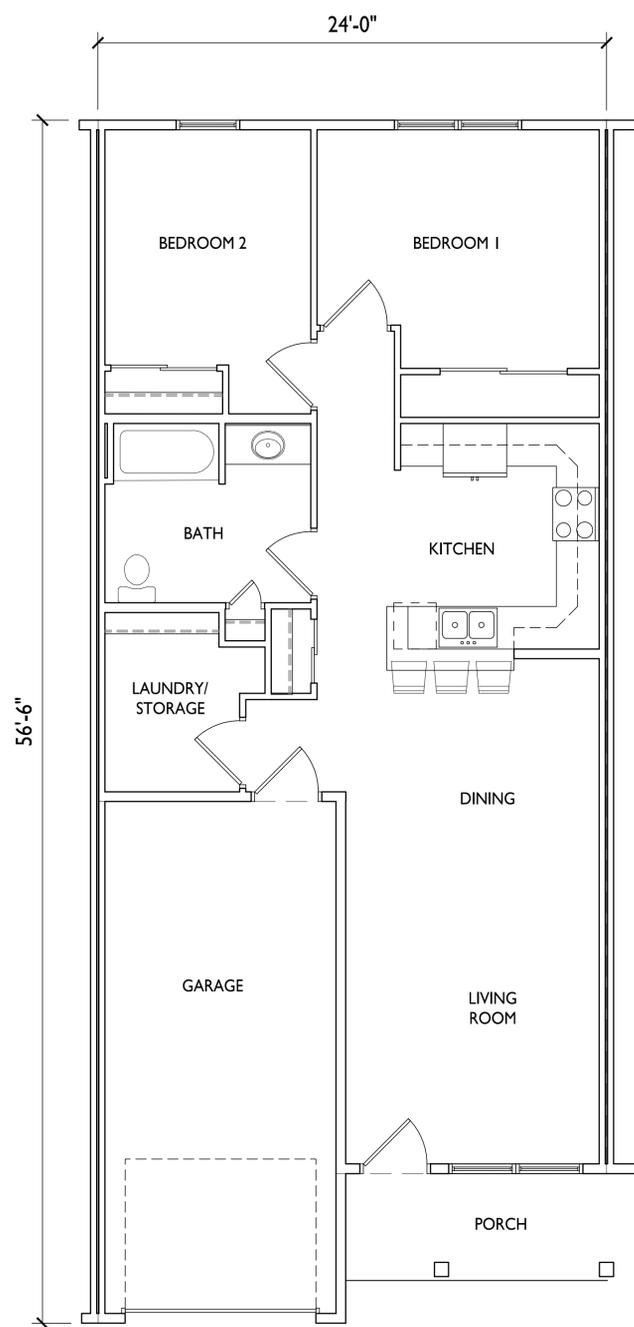




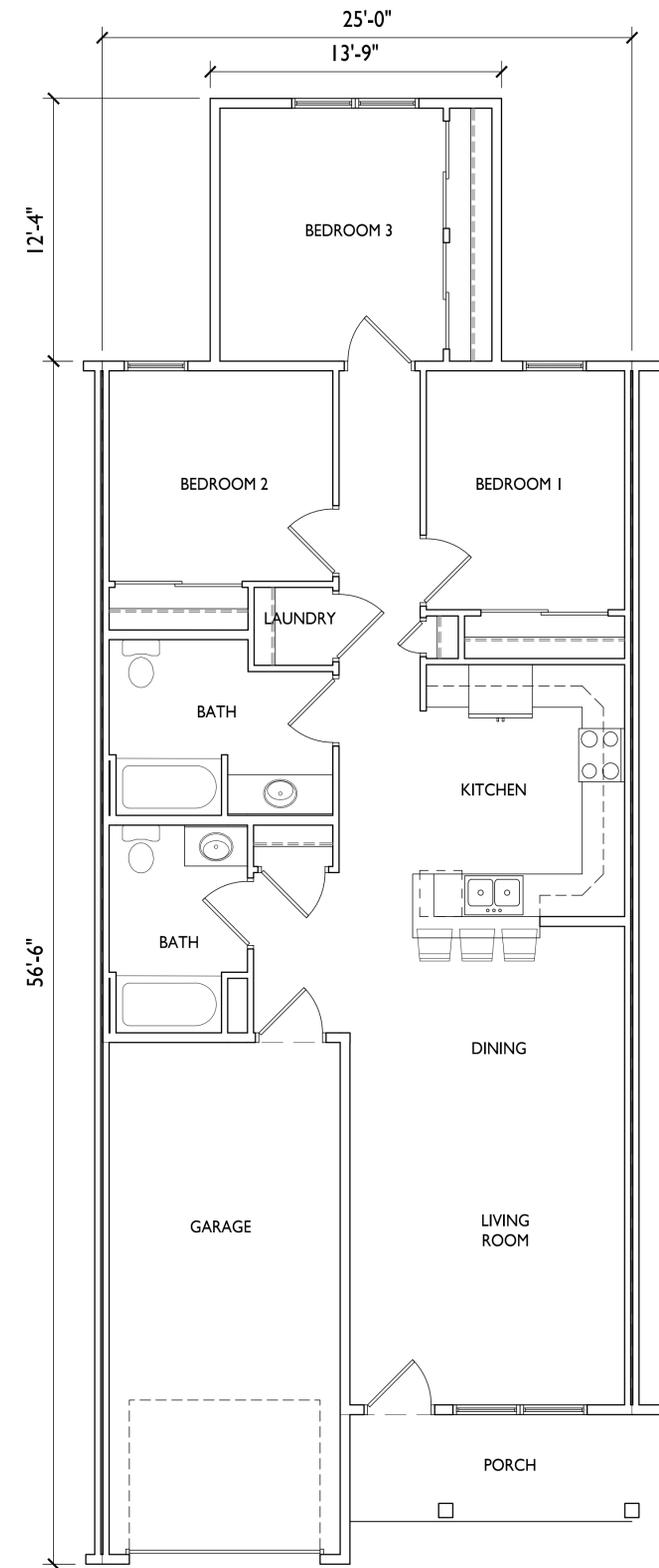
**1 ONE BEDROOM UNIT - 850 sf**  
A-5.1 1/8" = 1'-0"



**2 ONE BEDRM UNIT - ACCESSIBLE - 1,015 sf**  
A-5.1 1/8" = 1'-0"



**3 TWO BEDROOM UNIT - 990 sf**  
A-5.1 1/8" = 1'-0"



**4 THREE BEDROOM UNIT - 1,210 sf**  
A-5.1 1/8" = 1'-0"



**knothe • bruce**  
ARCHITECTS  
Phone: 7601 University Ave., Ste 201  
608.836.3690 Middleton, WI 53562



RFP Response - September 3, 2020

PROJECT TITLE  
**Chetek Concept  
Northpointe  
Development**

Knapp Street  
Chetek, WI  
SHEET TITLE  
**Unit Plans**

SHEET NUMBER

**A-5.1**

PROJECT NO. **2034**  
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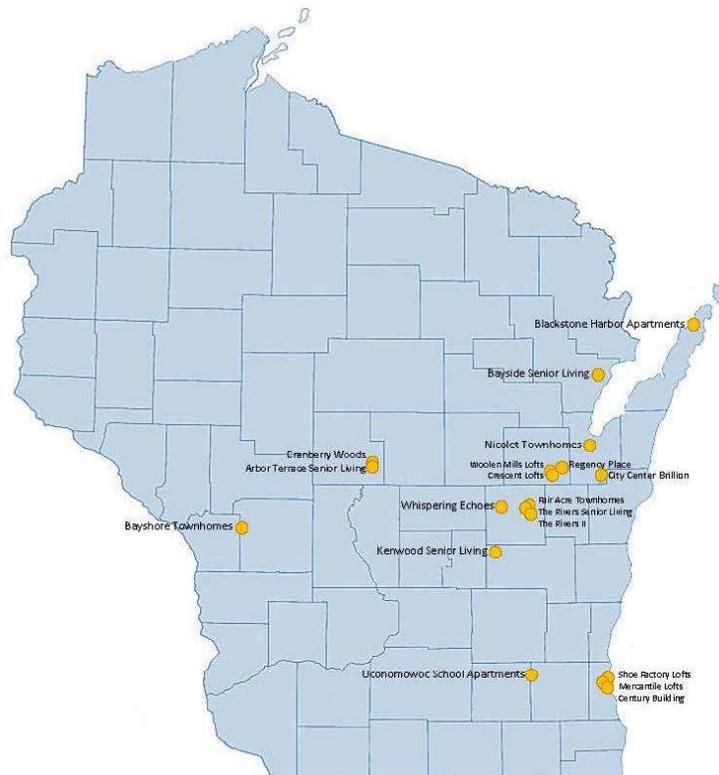


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 Office: (920) 230-3628  
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## NORTHPOINTE DEVELOPMENT CORPORATION

Northpointe Development Corporation is a real estate development company created for the purpose of bringing revitalization and development to various neighborhoods in Wisconsin. Northpointe envisions vibrant communities that strengthen neighborhoods, enhance livelihoods, respond to the environment, and connect people and places. The company’s mission is to provide sustainable housing for communities in a collaborative, honest, and transparent manner. Northpointe has a great reputation with the communities where we’ve developed housing and with WHEDA. Northpointe is one of WHEDA’s largest and long-term customers and consistently scores the highest developer team score possible for a for profit developer. Northpointe and its principals have the financial capacity to successfully complete the project as well as secure market to above market equity pricing. Personal Financials of Northpointe’s principals will be submitted upon request.

Northpointe, as shown below, has developed new construction family and senior apartment housing, historic rehabilitation, and commercial properties throughout Wisconsin. Most of the projects have utilized the Low-Income Housing Tax Credit program as well as other available resources including: Home, TIF, Brownfield Grants, Federal and State Historic Credits. Connecting with government entities, including the Department of Natural Resources, HUD, WHEDA, WEDC, the Federal Energy Regulatory Commission, etc is commonly required to successfully complete the development project. The company has received numerous awards including: the 2013 Top Projects Award in Milwaukee, 2015 National Historic Preservation Award, 2014 runner-up for the prestigious J. Timothy Anderson National Award for Excellence, 2017 Wisconsin Trust for Historic Preservation Award, 2019 Remarkable Milwaukee Award and the 2019 Carolyn Kellogg Historic Preservation Award.



## **Multi Family Developments**

<b><u>Project Name</u></b>	<b><u>Location</u></b>		<b><u>Units</u></b>	<b><u>Property Type</u></b>
Rivers Senior Living	Oshkosh	WI	60	New Construction 9% LIHTC
Bayshore Townhomes	Sparta	WI	32	New Construction 9% LIHTC
Fair Acre Townhomes	Oshkosh	WI	55	New Construction 9% LIHTC
Kenwood Senior Living	Ripon	WI	24	New Construction 9% LIHTC
The Fountains of West Allis	West Allis	WI	35	Acquisition/Rehab 9% LIHTC
Blackstone Harbor Apts.	Sister Bay	WI	24	New Construction 9% LIHTC
Oconomowoc School Apts	Oconomowoc	WI	55	Adaptive /Historic 9% LIHTC
Nicolet Townhomes	De Pere	WI	60	New Construction 9% LIHTC
Anthem Luxury Living	Oshkosh	WI	80	New Construction- Market
Mercantile Lofts	Milwaukee	WI	36	Adaptive /Historic 9% LIHTC
Shoe Factory Lofts	Milwaukee	WI	55	Adaptive /Historic 9% LIHTC
The Rivers - Phase II-Senior Living	Oshkosh	WI	40	New Construction 9% LIHTC
Woolen Mills Lofts	Appleton	WI	60	Adaptive /Historic 9% LIHTC
Century Building	Milwaukee	WI	44	Adaptive /Historic 9% LIHTC
Cranberry Woods Townhomes	Wisconsin Rapids	WI	40	New Construction 9% LIHTC
Bayside Senior Apartments	Oconto	WI	42	New Construction 9% LIHTC
Whispering Echoes Townhomes	Winneconne	WI	28	New Construction 9% LIHTC
Regency Place Senior Living	Little Chute	WI	40	New Construction 9% LIHTC
<b><u>Under Construction</u></b>				
Arbor Terrace Senior Living	Wisconsin Rapids	WI	40	New Construction 9% LIHTC
City Center	Brillion	WI	40	New Construction 9% LIHTC
Crescent Lofts	Appleton	WI	69	Adaptive /Historic 9% LIHTC
<b><u>2020 Awards</u></b>				
The Limerick	Fitchburg	WI	126	New Construction 4% State
Cabrini	Oshkosh	WI	33	Adaptive/ Historic 4% State
<b>Total Units</b>			<b>1,118</b>	

## **Integrated Supportive Housing**

A majority of the tax credit projects that Northpointe has developed have included Integrated Supportive Housing with 15-20% of the units being reserved for a targeted population. Northpointe has worked with various agencies to provide supportive services to the tenants.

## NORTHPOINTE DEVELOPMENT PRINCIPALS

Cal Schultz  
420 South Koeller Street  
Oshkosh, WI 54902  
(920) 303-9404  
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Andy Dumke  
230 Ohio Street  
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[andy@northpointedev.com](mailto:andy@northpointedev.com)

Sean O'Brien  
2628 Saw Tooth Drive  
Fitchburg, WI 53711  
(608) 334-5665  
[sean@northpointedev.com](mailto:sean@northpointedev.com)

### **Callan L. Schultz**

Callan Schultz graduated from the University of Wisconsin-Oshkosh with a Bachelor of Business Administration with majors in finance and management information systems and a Masters of Business Administration. Cal is a licensed Wisconsin Real Estate Broker. He was a 1999 class member of the Massachusetts Institute of Technology "Birthing of Giants" program.

Cal formed Keystone Development, LLC in 1999. The company has developed over 2,000 apartment units throughout Wisconsin, Michigan, Ohio and Iowa. In 2011 he and Andy Dumke formed Northpointe Development Corporation for the purpose of developing and owning affordable housing in Wisconsin.

### **Andrew J. Dumke**

Andrew Dumke began developing and managing real estate in 1993. He has grown his portfolio to include multi-family apartments, commercial office buildings, warehouse buildings, and retail centers. His company Alliance Development has developed over \$200,000,000 in real estate. Samples of nationally accredited tenants he works with are Starbucks, Panera, Fed EX/Kinkos, TJ Maxx, JoAnn Fabrics, US Cellular, Verizon, Buffalo Wild Wings, Chipotle, Qdoba, Baker Tilly, Old National Bank, and Olive Garden. Andrew's current portfolio contains over 1,000,000 square feet of commercial office, warehouse, and retail space.

In 2011, Andrew started Northpointe Development Corporation in conjunction with Cal Schultz. The purpose of this entity is to develop, own and provide market-rate, affordable, and senior housing in Wisconsin.

### **Sean O'Brien**

Sean O'Brien joined Northpointe Development as a Partner in 2020. With over 15 years of housing and community development experience, Sean is excited to help grow Northpointe Development's state and national footprint.

Prior to joining Northpointe Development, Sean worked at the Wisconsin Housing and Economic Development Authority (WHEDA) for 14 years. The last 6 years of his tenure he was the Director of Commercial Lending. As Director, Sean led the development of Wisconsin's Affordable Housing Policy and allocation of the Low-Income Housing Tax Credit Program. In 2018, the Commercial Lending team implemented the State Housing Tax Credit Program which allowed WHEDA to allocate a new credit that has created or preserved approximately a thousand affordable homes annually. For three years, Sean also served on the Community Investment Advisory Council for the Federal Home Loan Bank of Chicago.

Sean is a Verona Area High School Graduate and holds a Bachelor of Business Administration degree from the University of Wisconsin - Madison. In 2019, Sean and his wife Emily created OB Development, LLC with the intention of providing development in consulting services for the creation and preservation of decent, safe and affordable housing.



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ACC Management Group, Inc. is a full-service property management firm dedicated to providing professional results-oriented services to its clients. ACC currently operates over 70 properties and 4000 apartments throughout Wisconsin's major markets and Illinois. Headquartered in Oshkosh, WI, ACC's exceptional team of multi-family leaders has a proven track record of excellence in management of affordable housing with various state and federal programs including, Section 42 Tax Credit, Section 8, and Section 515.

Commitment, trust, and reliability is the foundation of our relationships with residents, employees, and partners. Our team works hard to earn the loyalty needed to develop and retain the long-term relationships associated with our shared success.

There are over 100,000 apartments built each year with the use of Low-Income Housing Tax Credits (LIHTC). Over the years, the LIHTC program and other affordable housing programs have become increasingly competitive, and as a result, complex. Most developments with an affordable housing component have multiple layers of financing, each with associated requirements. This includes varying regulations, reporting, and oversight requirements for Section 42 LIHTC, Project Based Section 8, AHP, HOME, and Rural Development. It also includes new components such as preferences, new set asides, RAD and more. Adhering to program requirements during the first year, and each subsequent year during the regulatory period is essential to any successful affordable housing real estate development.

ACC Management Group has established a long history of extraordinary program compliance proven by superior ratings with state and federal agencies, such as WHEDA, IHDA, and HUD. ACC's experienced team of compliance professionals assist you through the initial stages of your development and the entire regulatory period for your property.

With combined affordable housing management experience of nearly 100 years, ACC's leadership team is well qualified to ensure compliance with all regulatory agreements and provide valuable input throughout the development process.

Annually, ACC participates in new affordable housing developments as the management agent and compliance expert. ACC's leadership team typically becomes involved 12-18 months prior to the expected completion date. We offer our clients a fresh perspective on building design, staffing needs, market trends, and much more. As the completion date approaches, ACC's efforts increase and all hands are on deck for the lease-up of the new development. All applicants are qualified and the development is typically fully leased within 30 – 90 days of the completion date with full compliance of all regulatory agreements.

Most recently, ACC has assisted developers transition multiple properties from Public Housing to Section 8 housing through HUD's RAD program.

ACC Management Group - Site List

Property	Units	Address	City, State, ZIP	Property Description	Average Occupancy %	Managed Since:
5th Avenue Lofts	60	5821 5th Avenue	Kenosha, WI 53140	Section 42 - Family Site - 1 Building	97%	2015
700 Lofts	49	700 W Michigan Avenue	Milwaukee, WI 53208	Section 42 - Family Site - 2 Buildings	93%	2015
Anthem Luxury Living	80	431 Marion Road	Oshkosh, WI 54901	Market Rate - Family Site - 1 Building	97%	2015
Arbor Green	48	6001 55th Street	Kenosha, WI 53142	Section 42/Section 8 Family site - 7 Buildings	98%	2012
Arlington Heights / Glendale Heights	36	Scattered sites	Milwaukee, WI	Section 42 - Family Site - 2 Buildings	97%	2016
Badger State Lofts	118	1031 Maryland Ave.	Sheboygan, WI	Section 42 - Family - 1 Building	In Lease-up	2020
Barwell Manor	120	571 Genesee St.	Waukegan, IL 60085	Section 42 / Section 8 - Family 11 building	In Lease-up	2020
Bay Hill	68	613 N 12th Avenue #101	Sturgeon Bay, WI 54235	Rural Development layered with Section 42 - Family/Senior Site.	96%	2020
Bayfield Court	8	523 & 527 Bayfield Court	Jefferson, WI 53549	Market Rate	100%	2018
Bayshore Townhomes	32	623 E. Main St.	Sparta, WI 54656	Section 42 - Family	100%	2017
Bayside Senior Apartments	24	237 Cook Avenue	Oconto, WI 54153	Section 42/Senior site - 1 building	98%	2014
Bayview Terrace City	36	537 South Neenah Avenue	Sturgeon Bay, WI 54235	Rural Development - Senior Site - 3 Buildings	98%	2007
Bayview Terrace North	24	2281 Mill Rd.	Sister Bay, WI 54234	Section 8 senior site - 4 buildings	100%	2016
BCG Apartments	30	720 Grove Ave.	Wild Rose, WI 54984	Section 8 - mixed use - 2 Buildings	95%	2019
Blackhawk Apartments	8	635 & 655 W. Blackhawk Dr.	Fort Atkinson, WI	Market Rate - Family Site - 2 Buildings	100%	2017
Blackstone Harbor	24	10525 Judith Blazer Drive	Sister Bay, WI 54234	Section 42 - Family Site - 3 Buildings	100%	2013
Bradley Crossing 54	54	4417-4423 West Bradley Rd.	Brown Deer, WI 53209	Section 42 - Family	98%	2017
Bradley Crossing 60	60	4375 West Bradley Rd.	Brown Deer, WI 53209	Section 42 with 30 Sec 8 Vouchers - Family	98%	2017
Brookstone Townhomes	28	2831 Eggman Rd.	Fitchburg, WI 53713	Market Rate - Family	97%	2019
Central Park Towers	164	120 S State Street	Elgin, IL 60123	RAD - Section 42 - 2 Buildings	97%	2014
Centralia View Apartments	40	301 7th Avenue South	Wisconsin Rapids, WI 54494	Section 42 - Senior Site - 1 Building	In Lease-up	2020
Century Building	44	808 North Old World 3rd Street	Milwaukee, WI 53203	Section 42 - Family Site - 1 Building	97%	2018
Chelsea Senior Commons	40	55 Chelsea Ave.	Sugar Grove, IL 60554	Section 42 - Senior Site - 1 Building	100%	2019
Cranberry Woods Townhomes	40	2320-2330 16th St S; 2231-2241 14th St. S.	Wisconsin Rapids, WI	Section 42 - Family	100%	2018
Dartford Bay - Landing	33	504 S. Mill Street	Green Lake, WI 54941	Section 8 Elderly & Family: 2 buildings, Senior - 25, Family - 8	96%	2013
Deenwood Crossing	66	4195 W Bradley Road	Brown Deer, WI 53209	Section 42 - Senior Site - 1 Building	98%	2010
Deenwood Crossing II	30	4195 W Bradley Road	Brown Deer, WI 53209	Section 42 - Senior Site - 1 Building	98%	2014
Elven Sted Apartments	33	623 Eighth Street	Stoughton, WI 53589	Section 42 - Family Site - 3 Buildings	98%	2010
Eva Manor	50	2123 91st St	Pleasant Prairie, WI 53158	Section 42 - Family/Senior - 2 Buildings	98%	2019
Exchange @ 104	48	104 S. Main St.	Fond du Lac, WI 54935	Section 42 - Family Site - 1 Building (Historical)	95%	2018
Fair Acre Townhomes	55	1911 N Main Street	Oshkosh, WI 54901	Section 42 - Family Site - 6 Buildings	97%	2012
Fairview Crossing	40	728 Pleasantview Road	Plymouth, WI 53073	Rural Development - Family Site - 3 Buildings	97%	2009
Fairview Crossing II	24	29 E. Paine Street	Kiel, WI 53042	Rural Development - Family Site - 3 Buildings	100%	2010
Family Court Townhomes	74	Scattered sites	Elgin, IL 60123	RAD - Section 42 - Scattered Site	99%	2016
Fox Crossing Apartments	24	200 Bridge Street	Burlington, WI 53105	Section 42 - Family Site - 1 Building	98%	2014
Fox Crossing II Apartments	32	180 Bridge Street	Burlington, WI 53105	Section 42 - Family Site - 1 Building	98%	2016
Garfield School	30	2215 N. Vel Phillips Ave.	Milwaukee, WI 53212	Section 42 - Family	98%	2020
Gold Medal Lofts	77	1701 Packard Ave.	Racine, WI 53403	Section 42 - Family	In Lease-up	2020
Griot	41	2235 N. Vel Phillips Ave.	Milwaukee, WI 53212	Section 42 - Family	98%	2020
Grand Ave Lofts	32	2905 W. Wisconsin Ave	Milwaukee, WI 53208	Section 42 - Family Site - 1 Building	95%	2013
Hartford Highlands Apartments	44	633 E Monroe Ave	Hartford, WI 53027	Market Rate - Family Site - 3 Buildings	97%	2013
Ingram Place	53	456 E. Brown St.	Milwaukee, WI 53212	Section 42 - Family Site - 1 Building	96%	2016
Janesville Garden Court	164	208 N. Main St.	Janesville, WI 53545	Section 8 - Senior Site - 1 Building	97%	2016
Jefferson Apartments	64	602 Collins Road	Jefferson, WI 53549	Section 8 - Section 42 - Rural Development - Family Site - 9 Buildings	97%	2010
Kenwood Senior Living	24	1479 Pleasant Street	Ripon, WI 54971	Section 42 - Senior Site - 1 Building	98%	2012
Lakeside Gardens	80	391A N. Peters Avenue	Fond du Lac, WI 54935	Section 42/Section 8 - Family Site - 17 Buildings	97%	2006
Layton Square	57	3553 E. Layton Ave.	Cudahy, WI 53110	Section 42 - Family Site - 1 Building	96%	2016
Lofts 2	44	5819 5th Avenue	Kenosha, WI 53140	Market Rate	98%	2017
Maple Lawn	81	1914 Pike Drive #1	Fitchburg, WI 53713	Section 42 - Family Site - 7 Buildings	97%	2012
Meadow Creek	37	1119 Roseland Drive	Kewaskum, WI 53040	Section 8 Elderly & Family: 3 Buildings, Senior - 25, Family - 12	96%	2013
Meadows of Mill Creek	24	247th Ave	Salem, WI 53168	Section 42 - Family Site - 12 Duplexes	98%	2013
Meadows of Mill Creek II	36	247th Ave	Salem, WI 53168	Section 42 - Family - 18 duplexes	Lease up 9/1/19	2019
Meridian Lofts	36	611 W. National Ave.	Milwaukee, WI 53204	Market Rate - Family Site - 1 Building	93%	2016
Monroe Street Apartments	24	217 N. Monroe St.	Waterloo, WI	Section 42 - Family - 1 Building	95%	2017
Nicolet Townhomes	60	1380 Scheuring Road	De Pere, WI 54115	Section 42 - Family Site - 9 Buildings	97%	2014

ACC Management Group - Site List

Property	Units	Address	City, State, ZIP	Property Description	Average Occupancy %	Managed Since:
Northwoods	72	2520 N. Martin Luther King Drive	Milwaukee, WI 53212	Section 42/Section 8 - Family Site - 2 Buildings	95%	2005
Novation Senior Commons	60	2650 Novation Parkway	Madison, WI	Section 42 - Senior Site - 1 Building	95%	2018
Oconomowoc School Apartments	55	623 Summit Ave	Oconomowoc, WI 53066	Section 42 - Family Site - 1 Building	98%	2013
Orchard Valley Apartments	50	1252 N. 12th Pl.	Sturgeon Bay, WI 54235	Section 8 - Senior Site - 1 Building	98%	2020
Park Hill Senior Apartments	62	535 W. Concordia Avenue	Milwaukee, WI 53212	Section 8 - Senior Site - 1 Building	98%	2005
Parkview Village	84	Scattered sites	Appleton, WI	Section 8 - Section 42 - Family	95%	2006
Regency Place	40	628 Grand Ave.	Little Chute, WI 54140	Section 42 - Senior - 1 Building	100%	2019
Residences on Main	24	307 E Main St	Twin Lakes, WI 53181	Section 42 - Senior Site - 1 Building	100%	2013
Rivers Edge	30	Scattered sites	Elgin, IL	RAD - Section 42 - Scattered Site	100%	2017
Rose Terrace	36	3820 Wolf Crossing Rd.	Oswego, IL 60543	Section 42 - Senior Site - 1 Building	100%	2019
Scenic View Apts	48	205 Slinger Rd.	Slinger, WI 53086	RAD - Section 42	100%	2017
Seven Oaks (formerly Nob Hill)	254	1108 Moorland Rd	Madison, WI 53713	Section 42 - Family Site - 7 Buildings	96%	2012
Shoe Factory Lofts	55	224 W. Washington St.	Milwaukee, WI 53204	Section 42 - Family Site - 1 Building	98%	2016
Silvercrest Apartments	36	630 S Cogswell Drive	Silver Lake, WI 53170	Section 42/Section 8 Senior/Family Site - 2 Buildings	99%	2012
Terrace Heights	50	1321G Townline Rd	Wausau, WI 54403	Section 42/Section 8 - Family Site - 9 Buildings	98%	1986
The Meadows	52	318 Dempsey Dr.	Elburn, IL 60119	Section 42 - Senior Site - 1 Building	100%	2019
The Rivers - Phase II	40	455 Marion Rd.	Oshkosh, WI 54901	Section 42 - Senior Site - 1 Building	99%	2016
The Rivers Senior Living	60	475 Marion Road	Oshkosh, WI 54901	Section 42 - Senior Site - 1 Building	97%	2015
The Vista at Creekside	140	6941 91st St.	Pleasant Prairie, WI 53158	Section 42 - Family	In Lease-up	2020
Uplands Homes	40	249 Musket Ridge Drive	Sun Prairie, WI 53590	Section 42 - Family Site - 18 Buildings	98%	2006
Villa West	170	1650 9th St	Green Bay, WI 54304	Section 8 Elderly	99%	2017
VMC Lofts	60	2122 56th Street	Kenosha, WI 53140	Section 42 - Family	100%	2019
Waupaca County Apartments	148	Scattered sites	Waupaca County	Section 8 Eldery & Family	96%	2017
Westwood Townhouses	36	1520 23rd Ave. South	Wisconsin Rapids, WI 54495	Section 8 - Family	98%	2020
Whispering Echoes Townhomes	28	407 S. 5th St.	Winneconne, WI	Section 42 - Family	100%	2018
Whitetail Ridge	60	25821 76th St.	Paddock Lake, WI 53168	Section 42 - Family/Senior - 2 Buildings	98%	2019
Whitewater Woods	40	340 N Newcomb St Apt	Whitewater, WI 53190	Section 42 - Rural Development - 5 Buildings	95%	2015
Willow Heights	64	1460 Wellington Way	Decatur, IL 62526	Section 8 - Senior Site - 1 Building	95%	2007
Woolen Mills	60	218 E. South Island St.	Appleton, WI 54915	Section 42 Family - 1 Building	100%	2017
	4706					



## **ACC Corporate Team**

### **Chris Hand, CPM** President / Owner

Chris Hand joined ACC Management Group as a Partner and Director of Operations in 2016 and became President and Owner in 2018. Chris provides leadership and oversight of all ACC Management Group operations. He works closely with ACC's Leadership Team, Regional Property Managers, and corporate staff to maximize returns for clients and to provide extraordinary living experiences for residents. In the twelve years prior to ACC, Chris held the positions of Director of Affordable Housing, Director of Business Development, and Executive Team member of a Wisconsin-based property management company. He holds a Bachelor of Science degree in Economics from the University of Wisconsin – Madison and is a Certified Property Manager (CPM) through the Institute of Real Estate Management (IREM). Chris resides in Oshkosh, WI with his wife Heather and their three children.

### **Rose M. Andler, HCCP, COS, STAR** Vice President

Rose Andler joined ACC Management Group in 2001 as Director of Operations. She served as President and owner from 2007 – 2017. She has over 30 years of experience in business management, which includes 10 years on-site property management and 20+ years at the corporate level in regional management. She brings a wealth of knowledge from both the property management industry and the hotel industry and has achieved industry distinction. Rose directly oversees financial operations for all properties in ACC's portfolio. With her vast knowledge in all affordable housing programs, including Section 42, Section 8, RAD, HOME, and RD, Rose is extensively involved in program compliance. Additionally, she is central in ACC's efforts to train and advise the next generation of ACC employees.

**Dewayne Pohl, Broker, TCS**

Facilities Director / Broker

Dewayne Pohl has over 35 years of management experience across multiple industries with the majority in real estate, including over 25 years as a licensed real estate broker. He holds the Graduate Realtor Institute (GRI) from the National Realtors Association and the Tax Credit Specialist (TCS) certification from the National Center for Housing Management. His extensive background in facilities is critical to ACC's property management operations. As part of the executive management team, Dewayne oversees facilities management throughout the portfolio, including site inspections, preventative maintenance, capital expenditure coordination, and vendor negotiation. He is highly involved in all investor, state, and federal property inspections including REAC, WHEDA, and IHDA. With his broad background in property management and logical approach to operations, Dewayne often provides valuable cost-saving feedback to developers during the design stage of each development.

**Mary Wangerin, HCCP, COS**

Director of Operations

Mary Wangerin has over 20 years of management experience. She has an extensive 15-year background in affordable housing and holds a Wisconsin real estate license. As part of the executive management team, Mary oversees new property setup and integration, marketing, and compliance. She coordinates ACC's efforts on all lease-ups from the initial set up to 100% occupancy. Additionally, she is ACC's corporate software trainer and is instrumental in developing training systems.

Mary also has over 20 years of marketing and design experience with a strong background in internet design and development. Working with both business to business and business to consumer clients, she has designed and developed numerous websites, intranets, online advertising campaigns, direct mailings and print collateral.

**Heather Hand, HCCP, TCS**

Director of Property Management / Principal

Heather Hand joined ACC as a Regional Manager and then became Director of Property Management in 2018. Heather provides leadership and oversight of all stabilized property management operations with a focus on team development, maximizing use of property management software, and standardization of procedures.

With her Accounting degree from the University of Wisconsin – Madison, she got her start as a property accountant at a Wisconsin-based property management company. She eventually transitioned to Regional Manager and then Director of Property Management overseeing market-rate and affordable multi-family housing, condominiums, and resorts throughout southcentral Wisconsin. Additionally, she was a multi-state Regional Manager for a nationally recognized developer and property management company.



**Blackstone Harbor Apartments**  
**24 Units- Family Housing**  
10525 Judith Blazer Drive, Sister Bay, WI

Nicolet Townhomes is a 24-unit family LIHTC property that was completed in 2013. Located in the heart of Door County the unique single-story development offers one, two and three bedrooms with individual entrances, attached garages, central air conditioning, washer/dryer, free wifi, and stainless steel appliances. The property has on-site office, community room and fitness center.



**Nicolett Townhomes**  
**60 Units- Family Housing**  
1380 Scheuring Road, DePere, WI

Nicolet Townhomes is a 60-unit family LIHTC property that was completed in 2014. Located within walking distance to retail, banking, and restaurants. The townhome development offers one, two, and three-bedrooms with individual entrances, attached garages, central air conditioning, washer/dryer, free wifi, and stainless steel appliances. The property has an on-site office, community room and fitness center.

## *Master Developer Experience*

### *Marion Road Oshkosh, WI*

*The Rivers- 60 Unit Senior Affordable  
The Rivers II- 40 Unit Senior Affordable  
Anthem Lofts- 80 Unit Market Rate*



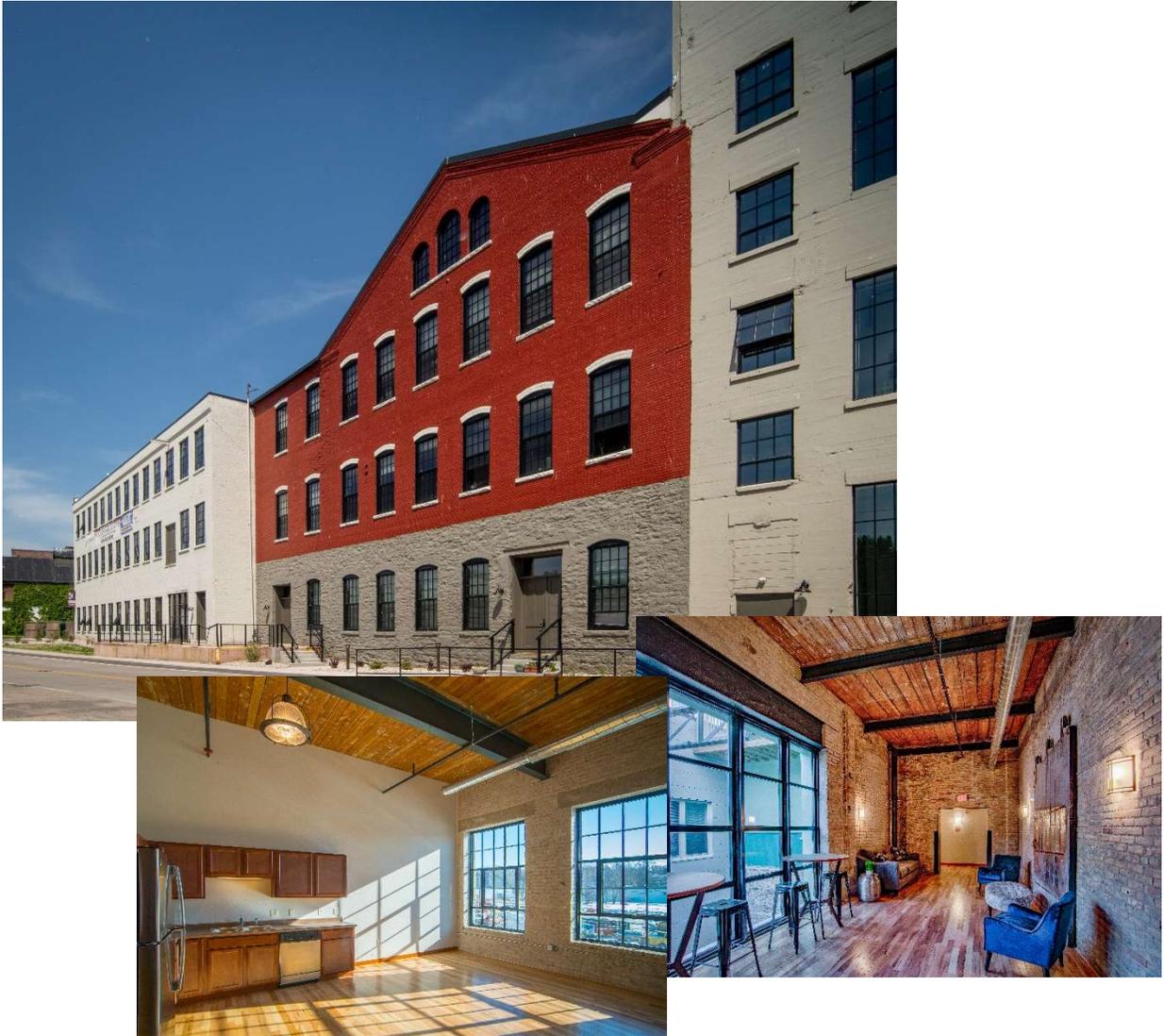
In 2008, the City of Oshkosh chose to work with Northpointe Development to redevelop a severely contaminated industrial manufacturing site along the Fox River. Once a home to Mercury Marine Manufacturing Plant is now has a vibrant River Walk and three housing developments. Northpointe developed all three buildings containing a total of 180 units, two of which are senior affordable properties and one market rate property. These developments have been catalytic for additional redevelopment on surrounding parcels.



## MERCANTILE LOFTS

**36 Units Market Rate/Office/Commercial**  
611 West National Avenue, Milwaukee, WI

Mercantile Lofts is a 36-unit apartment property with office and commercial on the first floor completed in 2016. The building was originally construction in 1901 as a department store and was redeveloped under the historic guidelines of the National Parks Service. The tall ceilings and polished concrete floors were preserved and incorporated in the apartments. The famous Mural of Peace was also preserved and restored. WHEDA's Milwaukee office is currently located in the building.



## **Woolen Mills Lofts**

### **60 Units- Family Housing**

218 E. South Island St., Appleton, WI

Woolen Mills Lofts is a 60-unit family LIHTC property completed in 2017. The factory building which was originally construction in phases between 1893-1962 was redeveloped under the historic guidelines of the National Parks Service into one, two, and three-bedroom units. The exposed brick walls, hardwood ceiling, steel girders, and large exterior windows were preserved and restored.

## REFERENCES

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**DEVELOPMENT PROPOSAL**  
**1301 Knapp Street**  
**Chetek, WI**

**PROFORMA SUMMARY**

<b><u>INCOME</u></b>	<b><u>Unit Type</u></b>	<b><u>Units</u></b>	<b><u>Rent</u></b>	<b><u>Monthly</u></b>	<b><u>Annual</u></b>
<i>30% CMI</i>					
	1 Bedroom	3	\$355	\$1,065	\$12,780
	2 Bedroom	3	\$422	\$1,266	\$15,192
	3 Bedroom	2	\$480	\$960	\$11,520
<i>50% CMI</i>					
	1 Bedroom	4	\$600	\$2,400	\$28,800
	2 Bedroom	7	\$700	\$4,900	\$58,800
	3 Bedroom	5	\$825	\$4,125	\$49,500
<i>80% CMI</i>					
	1 Bedroom	5	\$750	\$3,750	\$45,000
	2 Bedroom	6	\$850	\$5,100	\$61,200
	3 Bedroom	5	\$975	\$4,875	\$58,500
Gross Rental		40		\$28,441	\$341,292
Other Income				\$417	\$5,000
	Vacancy	5%		(\$1,422)	(\$17,065)
<b>Net Rental Income</b>				<b>\$27,436</b>	<b>\$329,227</b>
<b><u>EXPENSES</u></b>					
	Administrative			\$5,887	\$70,644
	Utilities			\$2,667	\$32,000
	Maintenance			\$4,902	\$58,820
	Taxes & Insurance			\$4,000	\$48,000
	State Compliance			\$150	\$1,800
	Replacement Reserve			\$1,000	\$12,000
<b>Total Operating Expenses</b>				<b>\$18,605</b>	<b>\$223,264</b>
<b>NET OPERATING INCOME</b>				<b>\$8,830</b>	<b>\$105,963</b>

**Estimated Assessed Value: \$1,450,000**

**Estimated 1<sup>st</sup> year Real Estate Tax Projection: \$36,000**

**City Assistance Request**

We request that the City sell us the northeast 8 plus acres of the parcel for \$1. Donating the land will not only help make the project financially feasible but also more competitive on our WHEDA and Federal Home Loan Bank applications. The Federal Home Loan Bank awards a significant number of points for donated land. In addition, we are requesting that City provide direct financial assistance either through their affordable housing funds available or through TIF. Finally, we request that the City consider giving Northpointe the Right of First Refusal on the Southeast 8 acres for a potential phase II to be built in the next 5 years.



## DEVELOPMENT TIMELINE

September 21, 2020	Submittal of RFP Development Proposal
September 2020	Developer selected, Market Study is ordered, PUD submitted to Plan Commission and Council C and Council
November 2020	City Council Approval of General Development Plan
December 11, 2020	Submission of Housing Tax Credit Application to WHEDA
April 2021	WHEDA Announcement of Housing Tax Credit Awards
June 2021	Final Development Plan and Certified Survey Map approval
September 2021	Acquire site from the City and start Construction
June 2022	First Building Placed in-service and available for occupancy
September 2022	Final Building Placed in-service
December 2022	Stabilized Occupancy

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## Marketing Plan

**Objective:** To generate rental traffic adequate for leasing up the building utilizing a cost-effective approach to online marketing, low or no-cost community outreach, and exemplary customer service.

**Online Marketing Strategy:** Total Monthly Cost: \$250 - \$750

Online marketing will generate the majority of the leads. This is the most critical piece of the marketing strategy. Apartments.com, Craigslist, and Facebook are the three primary components.

### Apartments.com

- A Gold Package from Apartments.com will provide an immediate online presence. The Gold Package includes preferential placement, 3-D floorplans, a professional photo-shoot (when the property is ready for it), the option for virtual tours, and many other features. ACC staff will manage Apartments.com daily by changing out photos, adding construction updates, or simply refreshing the ad. This technique will push Ace towards the top of the list of Gold Package Apartments.com subscribers.
- The monthly cost is about \$700/month. This is an essential tool. ACC has legacy pricing on a finite amount of Apts.com gold packages that we attempt to shift to properties in need. This pricing is \$250-\$425/month.

### Craigslist

- Craigslist is a free service and is essential to an online marketing strategy. However, posting Craigslist ads is extremely time consuming. We utilize an automated tool, Roof, to speed the ad generation process. With this, the site manager will post three ads per day totaling 15 ads per week. Generating a Craigslist ad through Roof takes about 3 minutes. Roof also renews Craigslist ads automatically. The results are a snowball effect of Craigslist ads. During the first week, we'll post 15 ads. During week 2, we'll post 15 new ads and Roof will auto-renew the prior week's 15 ads totaling 30 ads for the week. During week 3, we'll post 15 ads and Roof will auto-renew the 30 ads from the previous week for a total of 45 ads. Ads can be renewed for a maximum of 90 days. This tool has been tremendously effective in generating rental traffic and it is also very cost effective.
- The monthly cost is \$50.

### Facebook

- A Facebook page for Ace may be initiated and used for construction updates and other property announcements. This is a free service. From time-to-time, boosting may be utilized through Facebook to push notifications to many users. We generally use this to publicize open house dates.
- We're recommending a monthly budget allowance of \$100 during pre-leasing and lease up.

ACC Website: Free

## Optional Online Marketing

Apartment Living.com: Monthly cost of \$79

Property Website: Monthly cost of \$50 - \$200 through Apartments 24/7 or Realpage

**Signage:** \$1150

- Now Leasing Banner: \$250/ea
- Vertical Flags: \$500
- Bandit Signs: \$50/ea x 8 = \$400
- Office Signage:
  - Enlarged floorplans
  - Sample boards

## Outreach

- Monthly outreach to local businesses, apartment communities, etc.
- Monthly cost of \$50
- Business Cards \$100
- The site manager will build relationships with local businesses and pass out business cards and flyers (generated on site) to begin neighborhood word-of-mouth advertising.

## Other

- Leasing Incentives: Referrals @ \$300/ea in Fall if needed to lease up by year end

## Staffing

- The property will be staffed with regular hours Monday – Friday and by appointment. If Saturday hours or evening hours are needed due to market demand, we will adjust accordingly.

**Summary:** Online marketing is the primary marketing strategy. Apartments.com, Craigslist, and Facebook are the standard three sources that ACC uses. This is cost effective and has produced outstanding results. We will supplement the online marketing with low-cost signage and low or no-cost community outreach and networking. As the lease-up progresses, we will continue to review the traffic reports and will supplement additional online marketing or introduce additional methods, including resident referrals.

Our goal is to lease up the entire building within 120 days of opening.



## Management Plan

**PROJECT: TBD**

**EFFECTIVE DATE: TBD**

### **1. The Role and Responsibility of the Owner and the Relationship and Delegations of Authority to the Management Agent**

- Please refer to the Management Agreement that will be executed between Management Company, ACC Management Group and Ownership.

### **2. Personnel Policy and Staffing Arrangements**

- Administrative Staff:
  - Community Manager
- Maintenance Staff:
  - Maintenance Supervisor
- All move-ins files will be approved by Corporate Compliance Department. Recertification's are to be completed by and approved by the Site Manager, once they have met ACC criteria and have been released by Corporate Compliance Department.
- Site personal will be supervised by a Regional Manager.
- All employees must follow the guidelines and training presented in the ACC Employee Handbook, the ACC Operations Manual, ACC trainings/meetings, and any additional training deemed necessary for their position.

### **3. Plans and Procedures for Marketing Units, Achieving and Maintaining Full Occupancy**

- Maintain a waiting list.
- Resident Referrals.
- Community Outreach. Distribute flyers to local businesses.
- Print advertising when needed. Local rental guides and/or local papers.
- Online advertising.
- Assess current advertising.

**4. Procedures for Determining Eligibility**

- Site staff will meet and interview each household and gather all information needed to determine qualification, including signing of all relevant paperwork and authorizations to obtain the information.
- Site staff will process credit and criminal check and will send out all third-party verifications.
- After all information has been obtained, file is sent to Corporate Office for final approval.
- Site staff will be permitted to give final approval for renewals.

**5. Leasing and Occupancy Policies**

- State and local health and safety restrictions regarding the maximum number of occupants will be met. The project occupancy standards will be as follows: (Unit styles may not apply)

Studios	1-2 persons
1 Bedroom	1-2 persons
2 Bedroom	2-4 persons
3 Bedroom	3-6 persons

- All residents will be qualified using the ACC Resident Selection Criteria.
- When property is at 100% occupancy, new applicants will be added to the waiting list.

**6. Rent and Occupancy Charge Collection Policies and Procedures**

- Security Deposit to be based on rental rates, with exception of move-in promotions approved by Corporate Office. Applicable laws dictate disbursement of security deposit and interest payments on the security deposit.
- Late charges are \$25.00 on the sixth day of the month for rent not paid.
- NSF fees are \$35.00 and management will not accept any personal checks after two (2) NSF checks. Residents would be required to pay by money order or cashiers check.

**7. Procedure for Requesting a Rent Change**

- Rental rates can change at the end of lease term and are adjusted based on the current market trends.

**8. Plans and Procedures for Carrying Out an Effective Maintenance, Repair and Replacement Program**

- Households will be instructed how to notify management when they have a maintenance issue in their apartment home.
- All work orders will be addressed within 24 hours. If parts need to be ordered the household will be notified when that anticipated date of completion will be.

- Households will be provided with a 24-hour emergency number for all maintenance issues that are under the heading “emergency”. Emergency calls will be taken care of prior to all other maintenance items.
- At minimum each unit will be inspected by management twice a year.
- All new move-ins will be expected to do a walk through with management and given 7 days to complete a move-in check list. Any items on this list will be dealt with and backup for completion attached to move-in inspection form.
- All move-outs will have a walk through preformed with the vacating resident and management, but by management within 24 hours of move-out if resident not available. All work will be processed through use of unit turn reports prior to new resident moving in.

## **9. Plans for Accounting, Record Keeping and Meeting Reporting Requirements**

- Monthly financial as well as weekly occupancy/vacancy reports will be sent to the Owner.
- Owner to provide management with special requirements that they would request.
- Budgets to be completed annually and presented to Owner for approval.
- All accounts for the property will be reconciled monthly and documentation provided monthly to Ownership through the monthly financial package.
- All WHEDA correspondence to be dealt with in a timely manner and copies of any and all correspondence to be sent to Ownership.

## **10. Plan for Carrying Out Management Training Programs**

- Twice per year ACC has manager meetings for all managers employed by ACC. They are provided with current training based on “what’s new in the industry”.
- Specialized training is given to all new employees and is on-going. All new staff are trained on ACC policies and procedures and given specialized training based on the type of property they will be managing.
- Outside training with National Organizations is available and is used when applicable.
- One-on-one training is ongoing utilizing the entire ACC staff.

## **11. Termination of Leases or Occupancy Agreements and Eviction**

- Site Managers will be responsible for processing termination of leases and/or eviction of resident households based on ACC policies, procedures and local law. Typically, the use of an attorney is not necessary for evictions. It is ACC’s policy to train our manager’s to adequately file and process evictions.



## **RESIDENT SELECTION CRITERIA**

### **Section 42 Properties – Effective 02/01/2020**

The resident selection criteria are used by ACC Management Group, Inc. (ACC) and the sites managed by ACC to uniformly evaluate all potential residents and to help protect the safety, health, and welfare of all other Residents. All adult occupants must complete a separate application and comply with the following criteria.

#### **The Application Process**

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1. All rental applications must be in writing and should be completed in the rental office.
2. Falsification on an application is a basis for automatic denial.
3. Applications are processed based on the time and date the application is received.
4. All adult applicants including co-signers must pay a non-refundable \$15.00 processing fee. The application will not be taken or processed prior to receipt of the processing fee from all adult applicants. All applicants must sign the “Application Processing Fee Agreement” form and pay the \$15 Processing Fee made payable to the community.
5. All adult applicants must provide a Government issued proof of ID and Social Security number.
6. All adult applicants must pass our resident selection criteria based on landlord references, credit report and criminal background check including State and Federal sex offender registries and household income. If any of the household members do not pass, then the entire household will be denied. If denied, any applicant would be eligible for reconsideration 60 days from original denial date.
7. ACC Management Group, Inc. reserves the right to reject an application for any negative references according to ACC’s resident selection criteria.
8. If any applicant is in the process of a court eviction or is contesting a court eviction, the application will be held in abeyance until the final court disposition.
9. If any applicant has an eviction in the last 3 years, the application will automatically be denied.
10. If any applicant owes a landlord money the application will be automatically denied unless proof is provided money owed is not for damages and the account has been paid in full. A security deposit of 1.5 times the monthly rent will be required prior to move in.
11. If any applicant has 1 stipulated dismissal/court ordered payment plan within the last 3 years, applicant will need to show proof of all terms being met and a security deposit equal to 1.5 times the monthly rent would be required. If any applicant has more than 1 stipulated dismissal/court ordered payment plan in the last 3 years, application would automatically be denied.
12. A community manager will deny no applicant. All applications are reviewed by ACC Management Group, Inc. compliance department.
13. The security deposit must be paid in full before applicant is given keys to the apartment. – **No exceptions.**

#### **Income**

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14. The applicant’s household monthly gross income must be equal to or greater than one and a half (1.5) times the monthly rent.
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## **Credit Reports & Co-signer Requirements**

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15. All applications are evaluated based on a credit scoring system. Credit scoring is based on real data and statistics and treats all applicants objectively.
16. If collection accounts are listed on your credit report, collections that are paid in full or otherwise closed will not be counted. Medical collections and student loans will not be counted. All other collections will be counted and used to determine selection.
17. If the total amount of collections for the entire household exceeds \$3,000, the applicants will be required to obtain one approved co-signer; or other approved method (\*see below) for the household in lieu of a co-signer. If the total amount of collections for the entire household exceeds \$6,000 the application will be denied.
18. All applicants without a credit report are required to obtain one approved co-signer or other approved method (\*see below) for the household in lieu of a co-signer.
19. All applicants must provide proof that any Resident paid utilities do not have outstanding balances that would prohibit them from transferring utilities into the Residents name.
20. All first-time renters or applicants without a two-year rental history are required to obtain one approved co-signer or other approved method (\*see below) for the household in lieu of a co-signer.
21. All cosigners are required to meet the credit terms of the resident selection criteria and monthly gross income must be equal to three times the monthly rent. Only one co-signer is needed per household and will have liability for the entire household.
22. If an applicant's credit report shows an open bankruptcy the application will be held in abeyance until proof of dismissal is provided; dismissed bankruptcies are not considered in determining resident approval.

\*other approved methods in lieu of a co-signer: a) security deposit of 1.5 times the monthly rent prior to final file approval; OR b) the rent must be paid under contract by a sponsor or housing authority; OR c) proof of ability to pay based on two years of rental history paying a comparable rent amount, OR other approved method.

## **Criminal Report**

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23. If you have been convicted of manufacturing or distributing a controlled substance as defined in Section 102 of the Controlled Substances Act, your application will be denied.
24. If you have been convicted of any other crime that shows a demonstrable risk to resident safety and/or property, your application may be denied after consideration of the nature and severity of the crime and the amount of time that has passed since the criminal conduct occurred. Additional factors may also be considered on a case-by-case basis.
25. Arrest records, without subsequent conviction, will not be considered.
26. Along with your application you may provide any mitigating information or documentation that you would like to have considered regarding any prior conviction.
27. Registration on the state or Federal Sex Offenders Registry will be a basis for denial of your application.
28. Criminal history and the Sex Offenders Registries will be checked annually in advance of lease renewal, and if any member of the household no longer meets the criteria in #22 through #26 above, that household member will be required to vacate the unit or household's lease will not be renewed.

## **IRS Section 42 Program Guidelines – (Co-signers excluded)**

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29. All applicants applying for a Section 42 apartment must adhere to IRS Section 42 LIHTC income limits to be accepted. Note: We will only allow an employer to fill out an Employment Verification two (2) times. When filling out the Section 42 application, if you do not understand a question, please ask the community manager for assistance before answering the question.
30. Adherence to the Section 42 incomes limits does not guarantee that the available unit will be made available to the first household who qualifies. Under the Section 42 code, some sites have specific income limits at different percentages of County Median Income (CMI). The first household who qualifies for the unit with a lower CMI income limit will be offered said unit.

- 31. **The household must be income qualified on the day of move-in. If any circumstances change between the original application, prior to or after move-in, the applicant must notify the management office immediately as qualification to the Section 42 income limits may be affected. \_\_\_\_\_ (please initial)**
- 32. If the household is entirely comprised of full-time students, they must meet one of the student eligibility factors.

**Occupancy Issues**

- 33. Maximum occupancy limits are two persons per bedroom unless otherwise specified by local ordinance. For the purpose of occupancy limits, all household members will be counted.
- 34. For Section 42 income limit calculations, an unborn child or children are counted as household members.
- 35. Age restrictions will apply at senior properties. Verification of age is required per #5 listed above. Ask the community manager for details.

ACC Management Group, Inc. adheres to all Federal, State and Local Fair Housing Laws and provides ongoing training for onsite and corporate staff.

If you any concerns about these criteria, please contact: ACC Management Group, Inc., Compliance Manager, 2375 State Road 44, Suite A, Oshkosh, WI 54904.

**Applicant Acknowledgement**

I have received, read, understand and agree to the above resident selection criteria.

_____ Applicant Signature	_____ Printed Name	_____ Date
_____ Applicant Signature	_____ Printed Name	_____ Date
_____ Applicant Signature	_____ Printed Name	_____ Date
_____ Applicant Signature	_____ Printed Name	_____ Date
_____ Community Manager Signature	_____ Printed Name	_____ Date