

APPROVED MARKET STUDY PROVIDER APPLICATION

The Ohio Housing Finance Agency (OHFA) maintains an Approved Market Study Provider List of experienced professionals to conduct third-party market analyses for affordable housing funding applications. Those on the list should be certified to prepare a professional opinion of the market for affordable rental housing in a market area in accordance with OHFA policies and standards recognized by the National Council of Housing Market Analysts (NCHMA).

OHFA will only accept market study reports from consultants and companies on the list. This list will be used for all OHFA multifamily housing development programs including the Housing Tax Credit (HTC) program, the Housing Development Assistance Program and the Multifamily Bond program. Applicants who are seeking funding from one or more of these programs must contract directly with a provider on the list to obtain the required market study.

OHFA will require all listed providers to submit their NCHMA certification annually to maintain their status on the approved list. Providers will be notified of this by email and are responsible for notifying OHFA of any changes to their contact information.

Please be aware that the Approved Market Study Provider List is intended only as a convenient listing for applicants searching for a market analysis provider. An entity's listing on the list shall not be considered or constitute a warranty, representation, or endorsement by OHFA or its representatives of entity listed therein.

Application Submission

To be placed on the approved list, submit a complete application package at least 60 days before the program funding deadline and allow at least 30 days for OHFA review. Applications will be evaluated based on experience, capacity, and knowledge of OHFA and national standards.

A complete application package consists of:

1. A completed application form;
2. Application fee of \$50.00 (checks made payable to OHFA, note for Market Analyst Certification);
3. Resumes of key individuals which indicate staff capacity, education, experience, and credentials;
4. Proof of current membership in good standing in NCHMA. Membership must be at the Practitioner Level; and
5. A representative market study that the firm has prepared in the last three years for a proposed HTC or multifamily bond project, as well as a narrative that indicates the provider's familiarity with OHFA policies relating to market studies.

Application packages may be sent by email (preferred) or mail.

By email:

celkins@ohiohome.org (Subject line should read "Market Analyst Certification")

By mail:

Ohio Housing Finance Agency
Office of Multifamily Housing, Development Division
57 E. Main Street, 4th floor
Columbus, OH 43215
Attention: Celia Elkins

Questions? Call 614-387-1641

Application Form

Company Name

Address

City

State

Zip

Email

Phone

Contact Person

Title

Email

Phone

Years of experience conducting market studies for market rate housing:

Years of experience conducting market studies for affordable housing:

List the names and dates of the ten most recent affordable housing development applications for which your firm prepared the market study.

Project Name	Date	Submitted To
1.		
2.		
3.		
4.		

- 5.
- 6.
- 7.
- 8.
- 9.
- 10.

Are you a member in good standing of the NCHMA at the Practitioner Level?

If you do not intend to operate statewide, identify the geographic areas in which you are willing to conduct market studies. Otherwise leave this blank and OHFA will assume statewide operation.

Please supply two recent client references:

Name

Company

Phone

Email

Name

Company

Phone

Email

By typing my name below, I certify to the best of my knowledge that the information provided is true, accurate and complete. I also understand that to remain on OHFA's list of approved market study providers, I must adhere to OHFA's market study standards as contained in the Multifamily Underwriting Guidelines.

Name

Title

Date