**MEMORANDUM**

To: Owners and Management Agents

From: Henry Mukasa

Director of Rental Management

Date: October 29, 2018

RE: 2018 Tenant Selection Plan

Over the past year, we have worked to update the MassHousing model Tenant Selection Plan, largely to make it more streamlined and user-friendly for our partners, but also to correct and update important changes relating to various laws and subsidy programs. As part of the process, we solicited the input of many of you as well as DHCD. Many of your recommendations and suggestions have been incorporated in the streamlined plan.

The result of this work is a new model Tenant Selection Plan (TSP) and accompanying Reference Guide for use at all developments financed by MassHousing.

The TSP, now in a “fillable pdf” format, has been shortened and streamlined by moving many of the tenant selection requirements into the TSP Reference Guide. The TSP will also directly incorporate, as an attachment, the AFHMP, along with applicable subsidy program riders and addenda. Both the TSP and the Reference Guide, along with the various model forms and attachments, can be found at [www.masshousingrental.com](http://www.masshousingrental.com).

In completing this revision, a conscious effort was also made to produce a model plan that would be consistent with the DHCD AFHMP guidelines to the extent possible.  Both the updated model TSP and the TSP Reference Guide now more closely align with DHCD’s AFHMP guidelines, and more easily allow the incorporation of the DHCD subsidy program requirements.

Although owners and agents are not required to complete an updated TSP at this time, you are more than welcome to do so. Should you choose to utilize the new TSP, please submit it to your Asset Manager for review and approval prior to implementation. Please note that going forward, the new TSP will be required for all new MassHousing financing.

We assure you that use of the new model TSP, with its simplified and more flexible format, will speed preparation, review and approval by all parties concerned.   If you have any questions regarding the new Tenant Selection Plan and Resource Guide, please contact your Asset Manager.