

INSTRUCTIONS FOR SERVICE PROVIDERS LETTERS OF INTENT

**GARDENWALK AT MAGNOLIA RIDGE
WARRENSBURG, MISSOURI
A BELMONT MANAGEMENT COMPANY INITIATIVE**



The Missouri Housing Development Commission (MHDC) requires that all Service Providers submit their Letter of Intent (LOI) on business letterhead including the signature of the authorized representative. We are requesting that LOIs be submitted to Belmont Management Company via emailed PDF copy by January 25, 2019.

Format and Address LOI as follows:

**Belmont Management Company
Attention: Delilah R. Nichols, Service Coordinator
222 East Main Street, First Floor
Oklahoma City, Oklahoma 73104**

**RE: GardenWalk at Magnolia Ridge, Warrensburg, Missouri
Service Provider Letter of Intent (LOI)**

(A scanned PDF copy should be emailed to dnichols@belmontmgt.com & grodewald@belmontdev.com.)

LOI CONTENT

Per the 2018 MHDC's Developer's Guide (http://www.mhdc.com/rental_production/2018-fy-items/FY2018-DG-ii.pdf), Letters of Intent from service providers anticipated to participate in the development's services program, should include the following content:

- a. Name of the service or program
- b. The nature of the services or program
- c. Service delivery plan
- d. Duration of commitment
- e. Primary contact person with signature

MHDC requires specific reference within the LOI be made as follows:

- (1) Indicate your LOI is between your organization and Belmont Management Company for delivery of services to the residents of GardenWalk at Magnolia Ridge in Warrensburg, MO, for the duration of the fifteen (15) year Compliance Period or at a minimum for a period of three (3) years;
- (2) In regard to items b, c, and d as mentioned above, list the specific services your organization will provide to the residents and indicate in detail the delivery method of each service, the timing of delivery of services (e.g., once per week, bi-monthly, quarterly, etc.), and if the services will be delivered on-site or at what location. The goal is for services to be delivered on-site at the GardenWalk at Magnolia Ridge, Warrensburg Community Building/Clubhouse.
- (3) The LOI must indicate whether or not the services are being provided to the residents of GardenWalk at Magnolia Ridge free of charge or if there is a charge, the amount being charged for said service.

If you have additional questions, please contact Delilah Nichols, Belmont Management Service Coordinator, at 660.525.2024 or by email at dnichols@belmontmgt.com.