**Template for Public Notification**

[PROJECT NAME]

[DEVELOPER NAME]

[ADDRESS]

[CONTACT INFORMATION]

[DATE]

CERTIFIED MAIL RETURN RECEIPT REQUESTED

[Applicable Public Official]

[Title]

[Name of Political Jurisdiction]

[Address]

[City, State, Zip]

RE: [Name of Project]

Dear [Applicable Public Official]:

The purpose of this letter is to apprise your office that [Name of General Partner or Managing Member] plans to be the [general partner or managing member] of a residential rental development located in or within a one-half mile radius of your political jurisdiction, and will submit an application to utilize the multifamily funding programs of the Ohio Housing Finance Agency (OHFA) for the development of this property.

[Insert a description of the proposed project and a statement of whether the project is new construction or rehabilitation.]

The proposed development will be financed with [list all applicable financing sources, including conventional first mortgage, Housing Credit proceeds, HDAP funds, local funding sources, etc.]

Development Team:

[General Partners or Managing Members]

[Developer]

[Contractor]

[Property Manager]

Project Address: [Be as specific as possible; note the city or township location as well as the county location.]

Number of Units:

Program(s) to be utilized

in the Project: [Indicate all applicable OHFA sources, including the Housing Tax Credit Program, Housing Development Assistance Program, Housing Development Loan Program, and/or Multifamily Bond Program.]

Right to Submit

Comments: You have the right to submit comments to OHFA regarding the proposed project's impact on the community. Any objection to the project must be submitted in writing and signed by a majority of the voting members of the legislative body. Comments must be received by OHFA within 30 days of the mailing date of this notice.

The person to be notified at OHFA and their address is:

Director of Multifamily Housing

Ohio Housing Finance Agency

2600 Corporate Exchange Drive, Suite 300

Columbus, Ohio 43231

OHFA will provide a written response to any objections submitted under the terms outlined above.

Sincerely,

[Contact Name]

[Contact Title]

[Contact Address]

[Contact Phone]

[Contact Email]