



## Criteria for Approved Market Analysts' Listing

**The Analyst's listing is now closed and will be reconsidered in 2021 or at the instruction of the Director of LIHTC Programs.**

Provide the following acknowledgements as included in the **Market Study Analyst Application for Approval**:

- That market studies, submitted for purposes of LIHTC in Virginia, shall at a minimum conform to all the requirements of the current *Virginia Housing Market Study Guidelines* (posted at VHDA.com/LIHTC Program).
- That the analyst and/or firm has a minimum of five (5) years of experience in market research on affordable, multifamily, rental housing.
- That the analyst and/or firm is not presently debarred, suspended, proposed for debarment or suspension, declared ineligible or excluded from participation by any state or federal department or agency.
- That the analyst's/firm's obligations will not be assigned or transferred to any other person, firm or corporation without the prior written consent of Virginia Housing.

In addition to the above, please submit the following via e-mail to [Sheila.Stone@virginiahousing.com](mailto:Sheila.Stone@virginiahousing.com):

- Provide evidence that you are a member of the National Council of Housing Market Analysts (NCHMA). If you are currently not a member, please provide an explanation as to why you are not.
- A listing of up to 50 LIHTC and/or affordable, multifamily, rental developments for which you have completed market studies (preferably in Virginia), including development name, development address, number of units, construction type and development type (family/elderly)
- If the analyst/firm has not provided Virginia Housing with a market study for a LIHTC development in the last twenty-four (24) months, provide 3 reference letters from customers for whom you've completed market studies for LIHTC and/or affordable, multifamily, rental developments; preferably from state or local housing agencies and/or financial institutions. Letters should reference specific properties/property locations.
- If the analyst/firm is interested in performing market studies for LIHTC developments serving elderly and/or special needs tenants, provide a listing of all developments serving these specific populations for which you have completed market studies. This listing should include the property name, property address, number of units and whether the development was assisted with federal, state, or local funding.
- Please note if you have a preference for a particular area/region of Virginia (i.e. Northern Virginia, Hampton Roads, Central Virginia, Southwest Virginia, etc.). If there is no preference, please note "All areas of Virginia" in your cover letter/summary.

For questions concerning this criteria or Virginia Housing Market Study Guidelines, in general, contact Sheila Stone at (804) 343-5822 or via e-mail to: [Sheila.Stone@virginiahousing.com](mailto:Sheila.Stone@virginiahousing.com).