

AGREEMENT TO BUILD

Project Name:

Total # Units / MPDU # Units (%):

	Task	Specifics of Task
Prepare Document	Complete body of Agreement	Complete blanks and remove italicized directions as blanks filled in. Do not change text without highlighting changes for staff.
	Complete Construction Schedule (Exhibit A)	MPDUs should be built along with or prior to market rate units and MPDUs should not be constructed last. Phases here should match phases in Exhibit C.
	Complete Statement of Land Owned (Exhibit B)	Does information reflect all entities of the applicant, subject property and all surrounding property?
	Complete Listing of MPDUs and Market Rate Units (Exhibit C)	Tax ID numbers correct if known? Leave blank if unknown. MPDUs should be listed first and header rows used to show difference between MPDUs and market units.
	Complete draft Declaration of Covenants (Exhibit D)	Correct form, deed and plat references? List of MPDUs match Exhibit C? The form should remain unexecuted at this time, but Exhibit 1 should be completed as much as possible. Plat numbers and tax ID can be left blank if not known yet.
	Attach Certified Site Plan (Exhibit E)	Make sure certified and signed and that lot/block info matches Exhibit C. Highlight MPDUs on site plan.
	Attach Floor Plans (Exhibit F)	Do the MPDU locations meet the guidelines and regulations? Are units highlighted? Does the MPDU bedroom ratio match the market rate units on the summary chart? Floor plans attached if applicable? Include furniture on plans for livability review and ensure units identify square footage totals, unit numbers and unit types.
	Do not executed the agreement	Do not obtain signatures until staff has confirmed document is ready.
Review and Signatures	Send draft to DHCA to review	DHCA staff will contact you with additional revisions, if necessary, or let you know the document is ready to be executed.
	Second round of revisions	Return revised document if asked to by staff.
	Execute agreement	Have document executed by designated representative and return to DHCA staff. Sign both pages 6 and 8. Do NOT sign covenants.
	Submit MPDU upload template spreadsheet	Use exact format and wording of example sheet to complete such as <i>1 Bath</i> instead of <i>1 Bathroom</i> , <i>False</i> for rental if it is for sale.
	Staff will obtain County signatures	Once necessary County signatures obtained, staff will return a copy to the developer
Letters	Staff will send letter to WSSC and DPS regarding signed agreements	Staff will alert WSSC and DPS of the number and location of proposed MPDUs to identify units for service development charge waiver and impact tax exemption as well as "green tape processing."