

ADDENDUM #1

REQUEST FOR QUALIFICATIONS (RFQ) 2025-04

**CREDIT UNDERWRITING, CONSTRUCTION AND PERMANENT LOAN
SERVICING, AND COMPLIANCE MONITORING SERVICES**

FOR

FLORIDA HOUSING FINANCE CORPORATION

September 2, 2025

Item #1

Section Four, Item I.C.20., is hereby deleted in its entirety and is replaced with the following:

20. The Servicer must attend the loan closing for all Florida Housing loans in the format prescribed (either virtually or in-person).

Item #2

Section Four, Item I.C.25., is hereby deleted in its entirety and is replaced with the following:

25. The Servicer will provide summaries for the following headings within the Credit Underwriting reports:

- a. Appraisals;
- b. Market Studies;
- c. Environmental Reports
- d. Soil Test Reports
- e. Capital Needs Assessments;
- f. Plan and Cost Analyses; and
- g. Site Visits.

Item #3

Section Four, Item II.B.2.m., is hereby deleted in its entirety.

Item #4

Section Four, Item III.A.14., is hereby deleted in its entirety and is replaced with the following:

14. Annually, collect from the Borrower (or Owner, as applicable) and submit Form SR-1 and the related audited financial statements in accordance with the SR-1 Financial Reporting Instructions (including exhibits and formatting specifications in effect as of the submission date). Group 1 developments (SAIL, HOME with partial MMRB, RRLP, TCAP, and Supplemental) must submit electronically to the Servicer, as designated by Florida Housing.

Item #5

Section Four, Items IV.B.2,a.i and ii., are hereby deleted in their entirety and is replaced with the following:

i. Except for a Development that receives an allocation of non-competitive Housing Credits without any Florida Housing issued loans, the initial program report for an occupied Development will be prepared as of the last day of the calendar month during which the loan closing or the execution of the Housing Credits carryover allocation agreement occurs and will be submitted no later than the 15th of the following month. When the Florida Housing Applicant has not yet acquired the Development and/or a ground lease has not yet commenced when execution of the carryover allocation occurs, timing of initial program report preparation and submission will stem from the actual acquisition date or ground lease commencement date,

as applicable. The Servicer will collect a copy of the program report accompanied by copies of executed tenant income certifications for 10% of the certified units.

ii. Except for a Development that receives an allocation of non-competitive Housing Credits without any Florida Housing issued loans, the initial program report for a Development that is not occupied at closing or carryover will be prepared as of the last day of the calendar month during which rental of the initial unit occurred and will be submitted no later than the 15th of the following month. The Servicer will collect a copy of the program report accompanied by copies of executed tenant income certifications for 10% of the certified units.

Item #6

The third paragraph immediately under Section Four, Item IV.C., is hereby deleted in its entirety and is replaced with the following:

A follow-up Review may be required, based on the quantity and nature of the resident-file issues found by the Servicer and/or failure to meet National Standards for the Physical Inspection of Real Estate (NSPIRE) during a management review and physical inspection. The Servicer may schedule a follow-up review, onsite or Desk Review, on or before the 120th Day after the response due date provided in the report of the review. The Servicer will re-examine previously-reviewed files containing discrepancies and/or previous physical inspection issues to ensure the owner or Management Company corrected noted discrepancies and issues. The Servicer will also review additional files and/or inspect additional units to determine whether acceptable procedures are currently being followed. If a Desk Review is performed, all costs of secure shipment or transmittal of the tenant files shall be borne by the Servicer and the physical re-inspection of the property, if applicable, shall be conducted within 15 Days of completion of the Desk Review. When a follow-up physical inspection is conducted first, the follow-up Desk Review must be performed within 15 Days of completion of the physical inspection.

Item #7

Section Four, Item IV.C.2.a.iii.5), is hereby deleted in its entirety and is replaced with the following:

5) When a file review is conducted as a Desk Review, the physical inspection will be conducted within 15 Days of the Desk Review. When the physical inspection is conducted first, the Desk Review will be performed within 15 Days of the physical inspection.

Item #8

Section Six, Item C., is hereby amended to include additional information relating to the proposed scenario:

In Table I below, provide the proposed fees to be charged in connection with the services described in Section Four of this RFQ for the following development. Fees proposed shall not include any caveat language and must incorporate all charges relating to the services required under the contract and all out-of-pocket expenses, such as telephone, postage and shipping, printing and/or copy costs, and travel, if any. No costs will be reimbursed under the contract.

NOTE: Any Response received with modifications made to Table I or containing use of caveat language with respect to fees will result in this section being deemed non-responsive.

Number of Units	100
Category	New Construction
Development Type	Mid-Rise (4 Stories)
Number of Buildings	1
Location	Orange County
Florida Housing Funding Sources	SAIL, MMRB, 4% Housing Credits, NHTF
Construction Period	24 Months
Total Number of Draws	10
Construction Loan Servicing Timeframe for Fee Calculation	1 Year
Permanent Loan Servicing Timeframe for Fee Calculation	1 Year
Compliance Monitoring Timeframe for Fee Calculation	1 Year
Capital Needs Assessment Required?	No

TABLE I Fees	
A. Credit Underwriting	\$
B. Construction Loan Servicing	\$
C. Permanent Loan Servicing	\$
D. Compliance Monitoring	\$
TOTAL (A+B+C+D)	\$

FINAL FEE SCHEDULE WILL BE SUBJECT TO NEGOTIATION.

All other terms and conditions of RFQ 2025-04 remain the same.

To the extent that this Addendum gives rise to a protest, failure to file a protest within the time prescribed in s. 120.57(3), F.S., shall constitute a waiver of proceedings under Ch. 120, F.S.