

Checklist

Please be advised, the following checklist is provided as guidance only. The QAP/Selection Criteria requirements are the governing documents. See the LHC website for forms that can be completed and uploaded to the application

CHECKLIST				Required	Included	Signature	Notarized
1	--	Primary Input		X			
2	--	Secondary Input		X			
3	--	Threshold Requirements		X			
4	--	Rental Income		X			
	a)	Attach waiver request letter for minimum bathroom and bedroom size if appropriate					
	b)	Attach certification letter of compliance for reduction of minimum s.f. requirements					
5	--	Rehab / Construction		X			
6	--	Reserve Needs		X			
7	--	Syndication Information		X			
	a)	Syndication Information and Certification (<i>attach completed signed & notarized PDF document</i>)		X		X	X
	b)	SEC filings					
8	--	Loan Information		X			
9	--	Financing Cert (<i>attach completed signed & notarized PDF document</i>)		X		X	X
10	--	Pro Forma Calculation		X			
11	--	Sources & Uses		X			
12	--	Project Schedule		X			
13	--	Development Team		X			
	a)	Attach detailed organizational chart (include contact information and ownership percentages for each entity)		X			
14	--	Building Information		X			
15	--	Basis Calculation		X			
16	--	Pool Selection and Tax Credit Selection Criteria		X			
19	--	Taxpayer Certification (<i>attach completed PDF signed & notarized document</i>)		X		X	X
20 Documents in Support of Applicant Information							
	--	Ownership Information (<i>attach completed PDF signed document</i>)		X		X	X
21 Documents in Support of Property Information							
	--	Site Control Worksheet		X			
	i)	Worksheet (attach completed PDF document)					
	ii)	Site control documents					
	iii)	Legal descriptions					
	iv)	Site Map					
	--	Ownership History (<i>if applicable, attach completed signed & notarized PDF document</i>) <i>If a acquisition/rehabilitation Property:</i> <i>- 10 year Title History including summary of parties owning and purchasing the property and the price paid within the last 10 years.</i> <i>- Audited Financials of a project must be submitted immediately prior to sale to verify reserve balances.</i>					
	--	Zoning Evidence		X		X	
	i)	Zoning Certification Letter (use format provided in application, obtain from local jurisdiction)					
	ii)	Other documents related to zoning					
	--	Appraisal					
	--	Capital Needs Assessment					
22 Documents in Support of Sources and Uses							
	--	Financing Commitments (obtain from bank, syndicator, etc.)		X		X	
	--	Letter requesting waiver of profit limits and supporting documentation				X	
	--	Developer Services Agreement; if non-profit, evidence that Qualified Non-profit or CHDO will receive at least fifty-one percent (51%) of the Developer Fee. (<i>obtain from LHC website</i>)		X		X	
	--	Letter from any federal agency providing federal funds or insurance advising that it has no objections to the reservation of tax credits to the project.				X	
23 Documents in Support of Pool Selection							
	--	Non-Profit Participation Information (<i>attach completed PDF document</i>)					
	--	IRS Determination Letter of 501(c)(3) or 501(c)(4) status (obtain from IRS)					
	--	Counsel's Opinion (obtain from counsel)					
	--	Articles and By-Laws					
	--	CHDO approval letter from participating jurisdiction if applying as a CHDO and evidence that CHDO has one or more employed staff with demonstrated development experience.					
	--	RD Rural Rehab- evidence of financing by United States Department of Agriculture Rural Development under Section 520 of the Housing Act of 1949					
24 Documents in Support of Selection Criteria							
	--	Deconcentration Project- Geographic Diversity					

- CEO Notification Letter Information
- Developer Experience (*attach completed PDF signed document*)
- Management Experience (*attach completed PDF signed document*)

X		
X		X
X		X

