Up to $14.2 million is available for the preservation of properties with United States Department of Agriculture (USDA) Rural Development (RD) Section 515 mortgages and corresponding USDA rental assistance through the Lousiana Housing Corporation’s TRRRP Program. Funds will be made available under a one-time Notice of Funding Availability (NOFA) issued on Thursday, June 8, 2023. Preliminary Applications are due no later than 4:00 p.m. CDT on Monday, August 7, 2023. Refer to the Notice of Funding Availability for additional information.

**Instructions:** Complete this checklist and include it in your application package. Refer to the TRRRP NOFA Application Instructions.

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| **Development Information** |
| Development Name |       |
| Development Address |       |
| Development Number (if applicable) |       |

|  |
| --- |
| **Contact Information** |
| Applicant/Owner Name |       |
| Primary Contact Name |       |
| Phone Number and Email |       |       |

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| **Required Documents for all RRDL Requests** |
| 1. | [ ]  | Narrative Questions and Certifications |
| 2. | [ ]  | TRRRP Workbook |
| 4. | [ ]  | Photographs of overall property, existing conditions and all proposed improvement areas |
| 5. | [ ]  | Property Tax Statement |
| 6. | [ ]  | Borrower Authorization of Release of Private Information |
| 7. | [ ]  | TRRRP Sponsor Qualification Form including:* 3 years tax returns
* credit report (individual or corporate)
* personal financial statement
* schedule of income-producing properties
 |
| 8. | [ ]  | Qualifications of Management Company and Marketing Agent |
| 9. | [ ]  | **If available**, provide any other information to support the application, including architectural or engineered plans such as site plans, floor plans, exterior building elevations, product specifications, elevator modernization proposals, elevator maintenance records, 3D renderings, etc. |
| 10. | [ ]  | **If available**, 10-year capital plan showing priorities that need to be addressed. |