

**INSTRUCTION SHEET FOR COMPLETION
OF PROJECT SUMMARY**

It is Important That All of This Information
Be as Exact as Possible

Please supply information in typewritten form. This instruction sheet is meant to be used only as a guide. The staff of the Louisiana Housing Finance Agency (hereinafter referred to as the "Agency" or the "LHFA") will be happy to assist you with any questions you may have. We can be reached at:

**LOUISIANA HOUSING FINANCE AGENCY
2415 Quail Drive
Baton Rouge, Louisiana 70808
(225) 763-8700**

- (1) **PROJECT:** Insert the Name by which the general public will know this facility or Project. (The name as it will appear on a building sign, apartment sign, etc. For example, "The Waterside Apartments")

- (2) **AMOUNT OF BOND** Provide latest estimated information.
ISSUE REQUESTED
(NOT TO EXCEED):

- (3) **PROJECT DESCRIPTION:** Provide all requested information and mark (x) where appropriate. Additional information which may be useful to the Project evaluation process may be attached.

- (4) **LOCATION:** Describe the location of the Project as follows:
 - (a) municipal street address; or
 - (b) a legal description similar to the following: on a _____ acre site, on the _____ (north, east, south, west, north - east, etc.) side of _____ (St., Dr., Blvd. , Ave., U.S. Hwy., etc.), approximately _____ (feet , yards, miles, etc.) _____ (north, south, east, west , northeast, etc.) from the intersection of _____ (St., Dr., Blvd., Ave., U.S. Hwy., etc.), and _____ (St. , Dr., Blvd., Ave., U.S. Hwy., etc.), in the City of _____ - _____, Parish of _____, Louisiana.

- (5) **CONTACT PERSON** Provide name, address and phone number of individual who
FOR PROJECT: will serve as project liaison to LHFA.

- (6) **DEVELOPMENT TEAM:** Provide legal names and full addresses of all Project participants . Include the phone numbers of all individuals who will serve a s contacts for members of the Development Team.

- (7) **ZONING:** Describe existing controlling land use restrictions and regulation s for Project property. Include any information regarding variances needed and any other relevant information (redevelopment plans , etc.).

- (8) **UTILITIES:** Describe availability of all utilities and any plans for Project's access to utilities if necessary.
- (9) **PROJECT PROPERTY VALUATION:** Provide latest information on fair market value of Project's property.
- (10) **FINANCIAL INFORMATION:** Provide latest available estimated financial information on Project cost.
- (11) **UNIT TYPES:** Provide complete information on types of units in the Project.
- (12) **CURRENT RENTAL COSTS AND RELOCATION PLAN:** Provide complete information for current rental costs in Project by unit types. Attach interior and exterior photographs.
- (13) **VACANCY RATE:** Provide latest available vacancy information for the general market area within which the Project is located. The Agency will require the representative of the Developer to explain how the vacancy rate was computed when the Project is considered for preliminary approval.
- (14) **AREA MEDIAN INCOME:** Provide information obtained from HUD.
- (15) **SET ASIDE ELECTION:** Specify set-aside election which the Project Owner will select for purposes of tax-exempt financing.
- (16) **OPTIONAL ELECTION:** If optional set-aside is elected, please specify.
- (17) **EQUAL OPPORTUNITY:** Self-explanatory.
- (18) **STATE BOND COMMISSION TENANT BENEFIT PROGRAM REQUIREMENT:** Self-explanatory

THE PROJECT SUMMARY MUST BE SIGNED BY AN AUTHORIZED REPRESENTATIVE OF THE PROJECT OWNER. THE PROJECT OWNER IS THE LEGAL ENTITY WHICH PROPOSES TO CONSTRUCT AND/OR ACQUIRE THE PROJECT AND IN WHOSE NAME THE AGENCY WILL CONSIDER GRANTING PRELIMINARY APPROVAL FOR THE ISSUANCE OF BONDS.

One copy of the Project Summary and one electronic copy of Application Package must be sent to the Agency no later than 10 business days before the Agency meeting. The meetings are ordinarily held on the 2nd Wednesday of the month. Please check with the Agency to confirm the date.

A Preliminary Agreement For The Issuance of Bonds must be signed by project principals within five days of inducement by the Agency.

**LOUISIANA HOUSING FINANCE AGENCY
MULTI-FAMILY PROJECT SUMMARY**

Date: _____

(1) **PROJECT NAME:** _____

(2) **AMOUNT OF BOND
ISSUE REQUESTED
(NOT TO EXCEED):** \$ _____

(3) **PROJECT DESCRIPTION:**

- 1) Number of Units _____
- 2) Total Land Area _____
- 3) Density: _____ # of Units per Acre
Low Rise _____ High Rise _____
- 4) New Construction: _____
Rehabilitation: _____
- 5) Land Control: Current Legal Owner of Land:

Contract to Acquire Land by _____
(date)
or
Option to Acquire Land by _____
(date)
- 6) Number of Parking Spaces Per Unit _____
- 7) Census tract where Project located _____
- 8) State Representative District _____
Name of Representative _____
- 9) State Senatorial District _____
Name of Senator _____

(4) **LOCATION:
(STREET ADDRESS OR
LEGAL DESCRIPTION OF
LAND AND PARISH):** _____

(5) **CONTACT PERSON
FOR PROJECT:** _____

Phone: _____

(6) **DEVELOPMENT TEAM:**

Developer: _____
_____ Contact: _____
_____ Phone: _____

Architect: _____
_____ Contact: _____
_____ Phone: _____

General Contractor: _____
_____ Contact: _____ Phone: _____

Attorney: _____
_____ Contact: _____ Phone: _____

Lending Institution
to Originate Mortgage
Loan (if known): _____
_____ Contact: _____ Phone: _____

Provider of Credit
Enhancement on Mortgage
Loan (if known): _____
_____ Contact: _____ Phone: _____

Investment Banker for
Bonds Publicly Offered
(if known): _____
_____ Contact: _____ Phone: _____

Purchaser of Bonds
for Bonds Privately
Placed (if known): _____
_____ Contact: _____ Phone: _____

(7) **ZONING:** _____

(8) **UTILITIES:** _____

(9) **FAIR MARKET VALUE OF
PROJECT PROPERTY:** \$ _____
Specify date of most recent appraisal: _____

(10) **FINANCIAL INFORMATION:**

Amount

SOURCES OF FUNDS:

Bond Proceeds	\$ _____	_____ % Dev. Cost
Other Sources (list)		
_____	\$ _____	_____ % Dev. Cost
_____	\$ _____	_____ % Dev. Cost
_____	\$ _____	_____ % Dev. Cost

TOTAL FUNDS

\$ _____

LAND COSTS

\$ _____

\$ _____ per sq. ft.

BUILDING ACQUISITION COSTS

(less Land costs)

\$ _____

\$ _____ per D/U

CONSTRUCTION (or Rehabilitation Costs)

\$ _____

\$ _____ per D/U

PROFESSIONAL FEES:

Amount

% of Total Funds

Architectural	\$ _____	_____ %
Engineering	\$ _____	_____ %

Legal:

Counsel to Issuer	\$ _____	_____ %
Bond Counsel	\$ _____	_____ %
Special Tax Counsel (specify firm name)		
_____	\$ _____	_____ %
Other Legal (specify firm & purpose)		
_____	\$ _____	
_____	\$ _____	
_____	\$ _____	
_____	\$ _____	
_____	\$ _____	_____ %
_____	\$ _____	_____ %

Total Professional
Fees

\$ _____

_____ %

UNDERWRITING:

Management Fee	\$ _____
Sales Commission	\$ _____
Underwriter's Counsel	\$ _____

Net to Underwriters Expenses (list) \$ _____

 Total Underwriting Fee: \$ _____

COSTS OF ISSUANCE:

Printing \$ _____
 Publishing/Advertising/Recording \$ _____
 Rating Expense \$ _____
 Letter of Credit Fees and other credit expenses \$ _____
 Consultants \$ _____
 Insurance \$ _____
 Issuer's Financing Fees \$ _____
 Trustee Bank's initial fee and expenses \$ _____
 Other:
 Bond Commission Fees \$ _____
 Accountant Verification \$ _____

Total Costs of Insurance \$ _____ \$ _____ per D/U

Amount of Mortgage Requested \$ _____ % _____ of Total Costs

(11) **UNIT TYPES:**

<u>All (100%) Units</u>			<u>Low Income Units</u>			
<u>Unit Type</u>	<u>No.</u>	<u>Total Sq. Ft.</u>	<u>No. of Unit Types Set Aside for 50% or less Area Median Income</u>	<u>Total Sq. Ft.</u>	<u>No. of Unit Types Set Aside for 60% or less Area Median Income</u>	<u>Total Sq. Ft.</u>
Eff.	_____	_____	_____	_____	_____	_____
1 BR	_____	_____	_____	_____	_____	_____
2 BR	_____	_____	_____	_____	_____	_____
3 BR	_____	_____	_____	_____	_____	_____
Other	_____	_____	_____	_____	_____	_____
TOTAL	_____	_____	_____	_____	_____	_____

Estimate Market Rents For Non-Low Income Units:

Total Total

<u>Unit Type</u>	<u>Total Units</u>	<u>Monthly Rent Per Non-LIU</u>	<u>Annual Rent of Non-LIU's</u>
Eff.	_____	_____	_____
1 BR	_____	_____	_____
2 BR	_____	_____	_____
3 BR	_____	_____	_____
Other	_____	_____	_____
Total	_____	_____	_____

(12) **CURRENT RENTAL COSTS AND RELOCATION PLAN:**
(For Rehabilitation Projects Only)

<u>Unit Type</u>	<u>Monthly</u>	<u>Present Rent Annual</u>	<u>Sq. Ft./Month</u>
Eff.	_____	_____	_____
1 BR	_____	_____	_____
2 BR	_____	_____	_____
3 BR	_____	_____	_____
Other	_____	_____	_____
TOTAL	_____	_____	_____

Have interior and exterior photographs of Project been attached?
Yes _____ No _____

Will any of the present tenants be displaced because of higher rents due to rehabilitation?
Yes _____ No _____

If yes, approximately how many? _____

Is there a relocation plan? Yes _____ No _____

Please briefly describe relocation plan (Submit detailed relocation plan when completed)

(13) **VACANCY RATE:** The present vacancy rate in the general market area is _____%.

(14) **AREA MEDIAN INCOME:** Median income in area according to HUD is _____.

(15) **ELECTION OF THE MINIMUM SET-ASIDE REQUIREMENT:**

The owner irrevocably elects one of the Minimum Set-Aside Requirements (Check one only):

_____ At least 20% of the rental residential units in this development are rent restricted and to be occupied by individuals whose income is 50% or less of area median gross income.

_____ At least 40% of the rental residential units in this development are rent restricted and to be occupied by individuals whose income is 60% or less of the area median gross income.

(16) **OPTIONAL ELECTION:**

The owner elects to occupy 15% or more of all low-income units by tenants with income of 40% or less of area median income and the average rent charged to tenants in residential market rent units is at least 300% of the average rent charged to low-income tenants: _____ Yes _____ No

(17) **EQUAL OPPORTUNITY:**

Do you agree to provide equal opportunity to members of minority groups and to employ such groups in the Project's development in the roles of, including but not limited to, contractor, subcontractor, employee, laborer, agent, appraiser, or supplier?

Yes _____ No _____

(18) **STATE BOND COMMISSION TENANT BENEFIT PROGRAM REQUIREMENTS:**

State Bond Commission Rule No. HS2-1992 provides as follows with respect to application submitted to the State Bond Commission for new construction, acquisition and/or rehabilitation, or refunding of multifamily housing projects:

Multifamily housing applications must include defined tenant benefit programs for those units set aside for very low, low and/or moderate income families. Those applications that do not include such programs will not be docketed for consideration. Such programs may include rent differentials, special assistance programs or other specific benefit packages for the target income class.

Please include as Exhibit I a description of the Applicant's defined tenant benefit program. For your consideration, State Bond Commission Rule No. HS1-1993 provides the following definitions of income classes:

Very Low Income--households whose incomes do not exceed 50 percent of the median income for the area, as determined and adjusted from time to time by HUD.

Low Income--households whose incomes do not exceed 80 percent of the median income for the area, as determined and adjusted from time to time by HUD.

Moderate Income--households whose incomes are between 81 percent and 95 percent of the median income for the area, as determined and adjusted from time to time by HUD.

Middle Income--households whose income are between 96 percent and 120 percent of the median income for the area, as determined and adjusted from time to time by HUD.

The schedule of income levels as published periodically by HUD will be used for purposes of this rule to determine income levels for particular areas of the state.

I certify that the information contained in this Project Summary and Application Package is true and accurate to the best of my knowledge.

PROJECT OWNER

By: _____
Authorized Representative

Dated: _____

**INSTRUCTION SHEET FOR COMPLETION
OF APPLICATION PACKAGE**

PLEASE MAKE SURE THE PROJECT SUMMARY IS COMPLETED BEFORE BEGINNING THIS APPLICATION PACKAGE.

Please supply information in typewritten form. This instruction sheet is meant to be used only as a guide. The staff of the Louisiana Housing Finance Agency (hereinafter referred to as the "Agency" or the "LHFA") will be happy to assist you with any questions you may have. We can be reached at:

**LOUISIANA HOUSING FINANCE AGENCY
2415 Quail Drive
Baton Rouge, Louisiana 70808
(225) 763-8700**

1. **POLICY OF LHFA ON FINANCING APPLICATION FEES, FINANCING ACCEPTANCE FEES AND ANNUAL ADMINISTRATIVE FEES (Attachment A)**

- (a) This sheet explains the Agency's current policy regarding Financing Application Fees, Financing Acceptance Fees and Annual Administrative Fees.
- (b) At the submission of the Project Summary and this Application Package a check payable to the Louisiana Housing Finance Agency is due. This check covers the Financing Application Fee (currently \$1,000).

2. **AUTHORIZATION OF THE PROJECT (Attachment B)**

Use the following corresponding letter codes found in Attachment B

- (a) Insert legal name of the proposed Project Owner, the beneficiary of the Agency's revenue bonds. The Project Owner is the legal entity which proposes to construct and/or acquire the Project and in whose name the Agency will consider granting preliminary approval for the issuance of the bonds.
- (b) Insert number of units in Project.
- (c) Insert Project Address used in Number 4 in Project Summary.
- (d) Same as (a) above.
- (e) This must be signed by an Authorized Project Representative.
- (f) Insert today's date.

3. **FINANCIAL SUMMARIES (Attachment C)**

Re: Financial Statements

If the Project Owner is a partnership, not-for-profit corporation or other than publicly held corporation, and has been in operation prior to the financing, it should submit audits and profit and loss statements, if possible, for the preceding one (1) year or make available for review satisfactory financial statements. If the Project Owner has been formed specifically for this financing, a personal

financial statement less than one year old is required from each partner or shareholder. If the Project Owner is an individual, a personal financial statement less than one year old must be submitted.

4. **ANNUAL FINANCIAL STATEMENTS (Attachment D)**

If the Project Owner is a publicly held company, or a subsidiary of a publicly held company, it must submit audited financial statements for the last three (3) years and latest annual report of the publicly held company.

5. **PRELIMINARY LETTER OF INTENT (Attachment E)**

PLEASE NOTE THIS MUST BE RETYPED ON APPROPRIATE LETTERHEAD

A preliminary letter of intent from a Brokerage House (in the case of a public offering) or from a Bank or Savings & Loan Association (in the case of a private placement) stating that the Bonds can be placed or sold must be submitted in the format provided with this application and with the following information (including, if available, information concerning the proposed structure of the financing):

- (a) Insert Name listed in Number 1 of Project Summary.
- (b) Insert of name of Brokerage House, Bank or Savings & Loan Association, as appropriate.
- (c) Insert the name of the person who signed the Authorization of the Project (Attachment B).
- (d) Insert the title of the person in (c) above, i.e. Authorized Representative, General Partner, President, Vice-President, etc.
- (e) Insert Legal Name of Project Owner used in Attachment B.
- (f) Insert Number of Units in Project.
- (g) Insert the Project Address used in Number 4 of the Project Summary.
- (h) Insert the Total Amount of the Bond Issue used in Number 2 of the Project Summary.
- (i) Same as (a) above.
- (j) Signature, as appropriate, of Authorized Officer of Brokerage House, Bank, or Savings & Loan Association.

6. **MULTI-FAMILY HOUSING FACILITY PUBLIC NOTICE SIGN SPECIFICATIONS (Attachment F)**

The Louisiana State Bond Commission (the "Commission") requires that a sign be posted on the site of the Multi-Family Housing Facility to be constructed with Bond Proceeds. The Commission requires that this sign be designed to give reasonable notice to the general public that financing for the project is going to be considered at a meeting of the Agency. The Agency has adopted, as Policy, the specifications, shown on this sheet, to meet the Commission's requirements.

- (a) Insert time and date of Agency's meeting at which financing will be preliminarily considered. This information may be obtained from the Agency.
- (b) Insert the name of the person who signed the Authorization of the Project (Attachment B).
- (c) Insert the title of the person in (b) above, i.e. Authorized Representative, General Partner, President, Vice-President, etc.
- (d) Insert Name of Project Owner used in Attachment B.
- (e) Insert Name of Project as stated in Number 1 in Project Summary.
- (f) Date of Execution.
- (g) Signature of (b) above.

7. **POLICY ON PUBLIC HEARINGS AND NOTICES OF PUBLIC HEARINGS (Attachment G)**

This is a statement of the Agency's policy designed to ensure that the Federally required Public Hearings are held properly. This is provided for your information only. No action is required on your part.

8. **ACKNOWLEDGEMENT (Attachment H)**

- (a) Insert legal name of Project Owner.
- (b) Same as (a).
- (c) This must be signed by an Authorized Officer.
- (d) Insert title of the person in (c) above.

9. **STATE BOND COMMISSION FEES (Attachment I)**

Self Explanatory

10. **POLICY ON LEGISLATOR NOTIFICATION (Attachment J)**

This Attachment is to be completed by the Applicant and will be reviewed by the staff of the LHFA before transmittal to State legislators representing the area within which the Project is located.

FINAL APPROVAL

**THE FOLLOWING INFORMATION IS TO BE SUBMITTED PRIOR TO THE AGENCY'S
FINAL APPROVAL OF THE BOND ISSUE TO FINANCE THE PROJECT**

1. **CONSTRUCTION (Attachment K)**

This information is used to determine the length of construction time and when construction will begin. This information is necessary to ensure that the Project is constructed on a time schedule that conforms with Internal Revenue Service Requirements.

2. **CERTIFICATE OF BENEFICIARY OF FINANCING (Attachment L)**

This certifies to the Agency that the Project creates no environmental hazards, that the entire Bond proceeds will be used for the Project, and that all rules, regulations, ordinances and statutes of the State of Louisiana and its political subdivisions will be complied with.

- (a) Insert the name of the person who signed the Authorization of the Project (Attachment B).
- (b) Insert the title of the person in (a) above, i.e. Authorized Representative, General Partner, President, Vice-President, etc.
- (c) Insert Name of Project Owner used in Attachment B.
- (d) Insert the name of the City (if applicable) where the Project will be located.
- (e) Insert the name of the Parish where the Project will be located.
- (f) Insert Name of Project Owner used in Attachment B.
- (g) Signature of (a) above.

- (h) Same as (b) above.
- (i) Date of execution.

- 3. **UPDATED PROJECT SUMMARY**
- 4. **FINAL PLANS AND SPECIFICATIONS**
- 5. **APPRAISAL**

**POLICY OF LOUISIANA HOUSING FINANCE AGENCY ON
FINANCING APPLICATION FEES, FINANCING ESCROW DEPOSITS,
FINANCING ACCEPTANCE FEES AND ANNUAL ADMINISTRATIVE FEES**

June 8, 1984

Amended: February 14, 1985

Effective June 8, 1984, the Louisiana Housing Finance Agency (the "Agency") has adopted a policy with regards to certain fees and deposits required in connection with applications submitted to the Agency for financing assistance through the issuance by the Agency of its tax exempt revenue bonds. This policy is applicable to all Projects for which applications are submitted to the Agency for approval on or after June 8, 1984.

1. **FINANCING APPLICATION FEES:**

\$1,000 (non-refundable). This amount is due upon submission of the Project Summary and/or Application Package.

2. **FINANCING ACCEPTANCE FEE:**

A sum* equal to 1/10th of 1% of the face amount of Bonds issued for the Project. The Minimum Financing Acceptance Fee is \$1,000. * This amount is due at closing of the Bond Issue only.

3. **ANNUAL ADMINISTRATIVE FEES TO THE AGENCY:**

The Agency will require an Annual Administrative Fee equal to not exceeding one-tenth of one percent (0.1%) of the face amount of bonds outstanding or the principal amount of the Mortgage Loan securing the bonds. This Fee shall be used for the purpose of paying administrative and related costs of the Agency, but shall not include Trustee and paying agent fees and expenses incurred by the Agency. This fee is a direct obligation of the Project Owner and any Guarantors and is payable on a semiannual basis, normally at the same time that the interest on the bonds is payable by the Trustee.

AUTHORIZATION OF THE PROJECT

(a) _____

Individual(s): _____

If Corporation, is it: Non-Profit _____ Closely Held _____ Public _____ Other _____

If Partnership, is it: Limited (In Commendam) _____ General _____

State of Organization and Residence _____

PROJECT PRINCIPALS:

<u>Name</u>	<u>Address</u>
Phone: _____	_____
Phone: _____	_____
Phone: _____	_____
Phone: _____	_____

(the "Owner" or "Applicant") desires to finance a (b) () unit multifamily facility. This Project is to be located in (c) _____ Parish, Louisiana, (the "Project"). The Applicant desires to finance the development of this property through the issuance of tax-exempt revenue bonds by the Louisiana Housing Finance Agency.

The Applicant, therefore, desires to proceed with the development of the financing of the Project through the issuance of the tax-exempt bonds and will do what is required by the Louisiana Housing Finance Agency and the Louisiana State Bond Commission to so finance the Project.

Attached hereto as Attachment B-1 is a list of all multifamily projects in which the Applicant and its Project Principals have undertaken or been involved. There have been no defaults with respect to any of said multifamily projects other than any defaults specifically noted on the attachment hereto. With respect to any of said projects involving the United States Department of Housing and Urban Development (if any), please find attached a completed HUD Form 2530.

(d) _____

(e) By: _____
Authorized Representative

(f) Dated: _____

PREVIOUS MULTIFAMILY DEVELOPMENT EXPERIENCE

Project Principal:

	<u>Projects</u>	<u>Units</u>	<u>Location (City and Parish/County and State)</u>
1.	_____	_____	_____
2.	_____	_____	_____
3.	_____	_____	_____
4.	_____	_____	_____
5.	_____	_____	_____

Provide the following information for listed Projects:

	<u>Method of Financing</u>	<u>Mortgage Lender</u>	<u>Syndicated (Yes/No)*</u>
1.	_____	_____	_____
2.	_____	_____	_____
3.	_____	_____	_____
4.	_____	_____	_____
5.	_____	_____	_____

* If any Projects have been syndicated identify Project Number and Syndicator:

<u>Project</u>	<u>Syndicator</u>	<u>Syndicated Type **</u>
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____

** Specify Syndication Type by the following Codes:

<u>Code</u>	<u>Syndication Type</u>
1	Historic Credits
2	Low Income Housing Credits
3	Conventional

FINANCIAL SUMMARIES

ANNUAL FINANCIAL STATEMENTS

FORM OF LETTER OF INTENT

(TO BE RETYPED ON LETTERHEAD OF BROKERAGE HOUSE,
BANK OR SAVINGS & LOAN ASSOCIATION)

(Date)

Board of Commissioners
Louisiana Housing Finance Agency
5615 Corporate Boulevard, Suite 6A
Baton Rouge, Louisiana 70808

Re: Louisiana Housing Finance Agency
(a) _____ Project

Gentlemen:

The (b) _____ has been advised by (c) _____, (d) _____
of (e) _____ that it is applying for financing through the issuance by the
Louisiana Housing Finance Agency of its Revenue Bonds to provide for the financing of _____ a
(f) _____ multifamily unit facility located at (g) _____.

It is our understanding that the issuance is not to exceed (h)\$ _____ dollars in tax exempt bonds.

This is to advise that we are familiar with the Project Owner (and the principals thereof) and that we consider them and the (i) _____ Project a suitable credit risk. We understand that bonds can be issued and privately placed/publicly sold for this purpose. (If available, include information concerning the proposed structure of the bond financing, e.g., letter of credit collateralized or non-collateralized, FHA mortgage insurance and program, FNMA guaranteed mortgaged backed security, surety bond provider or other credit enhancement provider if publicly placed.) This is to advise that we could be interested in participating in this type of financing, subject to certain terms and conditions. This letter is not to be considered a commitment letter to purchase these bonds, but only an expression of interest therein.

Sincerely,

(j) Authorized Officer

MULTI-FAMILY HOUSING FACILITY
PUBLIC NOTICE SIGN SPECIFICATIONS

- (1) Twenty-four (24) inches high and thirty-six (36) inches wide.
- (2) White background with black lettering printed in legible block print by a sign company or printing company.
- (3) Weather-proofed in such a manner as to remain legible at all times.
- (4) Posted in such a manner that it is easily visible to members of the general public and shall not be obstructed by grass, shrubs, or any other objects.
- (5) Contain the following language: "Financing for a Multi-Family Housing Facility to be located on this site will be considered for preliminary approval at a meeting of the Louisiana Housing Finance Agency at _____ .m. on (a) _____, at the offices of the Agency, 2415 Quail Drive, Baton Rouge, Louisiana 70808. If this project is preliminarily approved by the Agency, a public hearing will be conducted thereafter following published notice. The Agency will receive and consider all written and oral comments from interested parties at such public hearing."

I, (b) _____, (c) _____ of _____
 (d) _____, do hereby certify that a sign was posted more than seven
 (7) days prior to the preliminary approval meeting of the Agency on the site of _____
 (e) _____ Project that is to be financed through the issuance of the
 Louisiana Housing Finance Agency Multi-Family Housing Revenue Bonds and that said sign did conform to
 the above specifications.

 (f) Date

 (g) Authorized Representative

**POLICY OF LOUISIANA HOUSING FINANCE AGENCY
ON PUBLIC HEARINGS AND NOTICES
OF PUBLIC HEARINGS PURSUANT TO TEFRA AND
PROPOSED REGULATION SECTION 5.f103-2**

1. The Louisiana Housing Finance Agency (the "Agency") shall be responsible for seeing that a Notice of Public Hearing ("Notice") is published after notification by Bond Counsel that a project is sufficiently developed to enable the Public Hearing to be held.
2. The Agency shall set the date, arrange for a representative to attend the Public Hearing and arrange for a meeting place.
3. The Notice shall be published at least fourteen (14) days before the Public Hearing is to be held.
4. The Notice shall be published in the official journal of the Parish if the Project is located in an unincorporated area of the Parish or in the official journal of an incorporated municipality within the Parish if the Project is located in that incorporated municipality and in the official journal of the State of Louisiana.
5. The Public Hearing may be held at the offices of the Agency or such other place as may be designated by the Agency.
6. The Notice shall contain the following information:
 - (a) a general, functional description of the type and use of facility to be financed;
 - (b) the maximum aggregate face amount of obligations to be issued with respect to the facility;
 - (c) the initial owner, operator or manager of the facility; and
 - (d) the prospective location of the facility by its street address or, if none, by a general description designed to inform readers of its specific geographical or physical location.

ACKNOWLEDGEMENT

I, the duly authorized representative of (a) _____, the beneficiary of the proposed financing which is the subject of this application for the issuance of tax-exempt bonds, DO HEREBY ACKNOWLEDGE THAT:

In consideration of the adoption of a resolution by the Louisiana Housing Finance Agency granting preliminary approval of the proposed financing and constituting "official action" by the Agency in that regard under applicable federal tax regulations, the beneficiary must comply and hereby agrees to comply with all rules and regulations of the Agency, at such time as adopted, in order to complete the financing. In that respect, I further acknowledge that the Project is subject to review by the Agency at any stage of the financing.

(b) _____
By: (c) _____
(d) _____

STATE BOND COMMISSION RULE

"Applications for preliminary approval for non-traditional purpose bonds (as previously defined by State Bond Commission rules) shall be assessed an application fee of \$1,500 which shall be submitted prior to the deadline for filing the application."

The following amounts (as a percentage of the face amount of the bonds issued for the respective project) must be remitted within five days of the closing of said bonds:

<u>Percentage</u>	<u>Par</u>	
FIRST	\$5,000,000	0.125%
NEXT	\$20,000,000	0.110%
NEXT	\$25,000,000	0.105%
NEXT	\$50,000,000	0.100%
OVER	\$100,000,000	0.090%

**LOUISIANA HOUSING FINANCE AGENCY
(LEGISLATIVE NOTIFICATION DATA)**

1. Financing Beneficiary: _____
(Project Owner)
 - (a) Circle one: proprietorship; partnership; publicly held corporation; closely held corporation; non-profit corporation; other (explain): _____

 - (b) State of organization: _____
 - (c) Principals of Beneficiary:

Name: _____
Address: _____
Phone Number: _____

Name: _____
Address: _____
Phone Number: _____

Name: _____
Address: _____
Phone Number: _____
 - (d) Name by which project will be known : _____ Project
2. Estimated Amount of Issue: Not to exceed \$ _____
3. Guarantor of Bonds (if applicable): _____
4. Legal Authority to Issue Bonds: Chapter 3-A of Title 40 of the Louisiana Revised Statutes of 1950, as amended.
5. Location of Project (street address or legal description of land):

City/Parish: _____
6. Project Description: _____ (_____) no. of units
multi-family apartment facility to be (check one):
new construction ()
rehabilitation ()

7. Employment Impact:

(a)	Temporary Construction Jobs:	_____	Annual Payroll	_____
(b)	New Permanent Jobs:	_____	Annual Payroll	_____
(c)	Present Jobs Retained:	_____	Annual Payroll	_____
(d)	Present Jobs Transferred:	_____	Annual Payroll	_____
(e)	Total Jobs (a) and (b):	_____		

CONSTRUCTION

It is anticipated that construction on the project will commence within six months of delivery of the bonds . Assuming the schedule is met, the total project will be completed in approximately _____ months after construction commences.

CERTIFICATE OF BENEFICIARY OF FINANCING

I, (a) _____, (b) _____ of (c) _____ (the "Project Owner") certify that (i) the Project creates no detriment to the health, safety or environment of the surrounding community, (ii) the total amount of Bond proceeds will be used to pay for the Project, (iii) all applicable rules, regulations, ordinances and statutes of the State of Louisiana and its political subdivisions will be complied with, (iv) the Project Owner is an equal employment opportunity employer, (v) the Project owner's goal is to encourage minority contractor participation in the Project and (vi) the Project Owner will give preference and priority to Louisiana manufacturers, contractors, subcontractors, suppliers, labor and small businesses.

The building aesthetically, as well as functionally, will conform to the overall plans for that area of the City of (d) _____ and (e) _____ Parish.

(f) _____

(g) _____

(h) _____

(i) Dated: _____