

RENTAL HOUSING PROGRAMS APPLICATION

Missouri Housing Development Commission

2010 Preliminary Application

FIN-125 Application Checklist

Development Name: _____

Applicant Name: _____

An application consists of two (2) tabbed three-ring binders. One binder will have an original of each paper copy exhibit, the other binder will have a copy of each paper copy exhibit. In addition, one CD-R with the required electronic exhibits is required.
Please include this form as the table of contents in the front of each binder.

For details about each checklist item, please consult the 2010 Developer's Guide.

	Original Copy	Electronic Copy
Primary Exhibits	X or N/A	X or N/A <small>Required Format</small>
1. CD-R containing electronic copies of required exhibits	<input type="checkbox"/>	
2. Executed Form FIN-100 Rental Housing Programs Application	<input type="checkbox"/>	<input type="checkbox"/> Excel + PDF
3. Application Fee	<input type="checkbox"/>	
4. Development Narrative		
a. Narrative Description	<input type="checkbox"/>	<input type="checkbox"/> Word
b. Development Questionnaire	<input type="checkbox"/>	<input type="checkbox"/> Word
5. Site Review Information		
a. Development Location Map	<input type="checkbox"/>	<input type="checkbox"/> PDF
b. Site Photographs	<input type="checkbox"/>	<input type="checkbox"/> JPG or Word
c. Site Plan or Subdivision Map	<input type="checkbox"/>	<input type="checkbox"/> PDF
d. Executed Form 1302 Site Evaluation	<input type="checkbox"/>	<input type="checkbox"/> PDF
6. Applicant Site Control	<input type="checkbox"/>	
7. Market Study		
a. Form 1300-S	<input type="checkbox"/>	
b. Full Market Study	<input type="checkbox"/>	<input type="checkbox"/> PDF
Secondary Exhibits		
8. Site Control		
a. Seller Site Control	<input type="checkbox"/>	
b. FIN-305: Seller Certification	<input type="checkbox"/>	<input type="checkbox"/> PDF
c. Legal Description	<input type="checkbox"/>	
9. Public Official Contact Verification		
a. Chief Elected Official	<input type="checkbox"/>	
b. State Senator	<input type="checkbox"/>	
c. State Representative	<input type="checkbox"/>	
d. City Councilperson/Alderman	<input type="checkbox"/>	
e. Public Housing Authority Executive Director	<input type="checkbox"/>	
f. School Superintendent (familyproperties-new construction or historic conversion)	<input type="checkbox"/>	<input type="checkbox"/> PDF
10. Statutorily Required Documentation		
a. IRS Form 8821 for Developer (including one for each principal)	<input type="checkbox"/>	
b. Missouri Form 8821 for Developer (including one for each principal)	<input type="checkbox"/>	
c. IRS Form 8821 for General Partner (including one for each principal)	<input type="checkbox"/>	
d. Missouri Form 8821 for General Partner (including one for each principal)	<input type="checkbox"/>	
e. FIN-109: Legal Employment Practices Certification	<input type="checkbox"/>	
f. Evidence of Consistency with Consolidated Plan	<input type="checkbox"/>	
11. Housing Priority Documentation		
a. Non-Profit Priority		
i. Non-Profit's Certificate of Incorporation	<input type="checkbox"/>	
ii. Articles of Incorporation and Bylaws	<input type="checkbox"/>	
iii. Certificate of Good Standing	<input type="checkbox"/>	
iv. IRS Evidence of Non-Profit Status	<input type="checkbox"/>	
v. Non-Profit Participation Questionnaire (with required attachments)	<input type="checkbox"/>	
vi. CHDO Recertification Form R-100 (with required attachments)	<input type="checkbox"/>	
b. Service Enriched Housing Priority		
i. Detailed Supportive Service Plan	<input type="checkbox"/>	<input type="checkbox"/> PDF
ii. Services Budget	<input type="checkbox"/>	
iii. Service Provider Letter(s) of Intent	<input type="checkbox"/>	

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 Applicant Name: _____

	Original Copy	Electronic Copy
11. Housing Priority Documentation (continued)		
c. Sustainable Housing Priority		
i. Detailed Description of Green Building System and Techniques	<input type="checkbox"/>	
ii. Resume and Role Description for Team Members with Sustainability Experience	<input type="checkbox"/>	
iii. Pre-Development, Development and Operations Plans	<input type="checkbox"/>	
d. Preservation Priority		
i. Copy of all Notes and Regulatory Agreements on the Property	<input type="checkbox"/>	
ii. Copy of Project-Based Section 8 or Operating Subsidy Agreements and Rent Schedules	<input type="checkbox"/>	
iii. Most Recent Audited Financial Statement	<input type="checkbox"/>	
iv. Need for Preservation Letter from HUD, RD or MHDC	<input type="checkbox"/>	
12. Zoning Letter		
	<input type="checkbox"/>	
13. Architectural Items		
a. Elevations (new construction) or Photos (rehab/conversion)	<input type="checkbox"/>	<input type="checkbox"/> JPG or Word
b. Floor Plans	<input type="checkbox"/>	
c. Unit Plans	<input type="checkbox"/>	
d. Development Characteristics Worksheet	<input type="checkbox"/>	<input type="checkbox"/> PDF + Word
e. Scope of Work (Rehab)	<input type="checkbox"/>	
f. Physical Needs Assessment (Rehab Only)	<input type="checkbox"/>	
g. Structural Letter (Historic Only)	<input type="checkbox"/>	
h. Historic Approval (Historic Only)	<input type="checkbox"/>	
14. Relocation (properties with existing tenants)		
a. Current Tenant List	<input type="checkbox"/>	<input type="checkbox"/> PDF
b. Relocation Plan	<input type="checkbox"/>	<input type="checkbox"/> PDF
c. GIN (General Information Notice)	<input type="checkbox"/>	<input type="checkbox"/> PDF
d. Acceptance of MHDC Relocation Policy	<input type="checkbox"/>	<input type="checkbox"/> PDF
15. Homeownership Plan		
	<input type="checkbox"/>	
16. Preliminary Financing Commitments		
a. Federal Housing Credit Equity	<input type="checkbox"/>	
b. State Housing Credit Equity	<input type="checkbox"/>	
c. Federal Historic Rehab Credit Equity	<input type="checkbox"/>	
d. State Historic Rehab Credit Equity	<input type="checkbox"/>	
e. Commitments for all Other Non-MHDC Debt/Grant Financing	<input type="checkbox"/>	
17. PHA Approved Utility Allowance		
	<input type="checkbox"/>	
18. Developer and General Partner Information		
a. FIN-105 Experience Summary for Developer	<input type="checkbox"/>	
b. FIN-107 Developer Qualifications (including Financial Statement)	<input type="checkbox"/>	
c. FIN-105 Experience Summary for General Partner (if different than Developer)	<input type="checkbox"/>	
19. Management Company		
a. FIN-105 Experience Summary for Management Company	<input type="checkbox"/>	
b. MHDC Form 2004-B: Management Profile (revised 05/09 version)	<input type="checkbox"/>	<input type="checkbox"/> PDF
20. Letters of Support		
	<input type="checkbox"/>	