

OKLAHOMA HOUSING FINANCE AGENCY  
**Final Allocation Checklist**

**All of these deadlines are the LATEST you can submit the documents.** If you submit them earlier, it is easier on yourself, any of your professional team that is assisting you, and OHFA Staff.

**YOU MAY SUBMIT YOUR PACKET FOR FINAL ALLOCATION AT ANY TIME DURING THE YEAR, BUT NOT LATER THAN THE DEADLINES.** In the QAP, negative points and late fees will be assessed on documents not received in a timely manner.

If you have any questions about the items to be submitted, please contact OHFA Staff. Also verify that when you submit documents, they are complete and all the necessary documents are included.

**DUE NO LATER THAN NOVEMBER 1 OF THE YEAR YOU MUST PLACE IN SERVICE.**

\_\_\_\_\_ Processing Fee of 1% of Total Allocation + \$100 Service Fee for all awards.

\_\_\_\_\_ Certificate of Occupancy or Substantial Completion. These should have already been submitted with the Attachment #3, Placed-In-Service Acknowledgement, no more than thirty (30) days after a building was Placed-In-Service. If not, submit with final packet.

\_\_\_\_\_ Pictures of the Development. Include interior and exterior views of the development.

\_\_\_\_\_ Regulatory Agreement. All blanks should be filled in and the Agreement and the Exhibit As and Bs should be signed and notarized by all appropriate parties, except OHFA's Signature. An Exhibit B is needed for **all** permanent lenders. Be sure to include the **Final Selection** Criteria as Exhibit C. All pages must have 1" Margins top, bottom, and sides.

\_\_\_\_\_ Electronic Version of the Regulatory Agreement. The electronic version of the agreement as submitted may be attached as a document to an email or saved on a disk or flash drive, or similar device. The document must be in **Word**.

\_\_\_\_\_ Regulatory Agreement Filing Fee. Check must be payable to the **County Clerk** of the County in which the development is located. The Fee is \$13.00 for the first page and \$2.00 for each additional page.

\_\_\_\_\_ Application for Final Allocation of Credits. Include all requested documentation. If the pages with final costs and final basis amounts cannot be finalized by the submission date, then those pages must be submitted with the final cost certification.

\_\_\_\_\_ Form C (s). A Form C must be submitted for **each** Building. This should have been submitted with the PIS Forms. The information on the Form(s) should parallel information in the

Application. Pages 1 and 2 of the Form should also equal one another. The Placed-In-Service date cannot be before the Certificate of Occupancy date.

**DUE NO LATER THAN FEBRUARY 28 OF THE SUCCEEDING YEAR  
AFTER PIS.**

\_\_\_\_ Form A (Final Certification of Sources & Uses of Funds). Verify that all of OHFA's underwriting guidelines are satisfied. All Sources and Costs should be included and should equal one another. Form must be signed by Owner and notarized.

\_\_\_\_ Form B (Auditor's Report). Must be submitted with Form A and on Accounting Firm's letterhead.