

Helpful Tips for 2017 Competitive Applications

- THDA will accept documents dated, 6 months prior to the original initial application date of **2/1/2017**.
- Please ensure that you are using the proper Utility Allowance document on THDA website, as certain counties may have up to 5 different Utility Allowances. There are differences for Low Rise Apartments (2-4 units) and Larger Apartments (5+ Units).
 - Energy Star Utility Allowances will require certifications from the Environmental Protection Agency (EPA), for more information regarding that process please see www.energystar.gov
- The HCMS system will not accept large zip files in the document uploader, so please adhere to the standards that have been established in the system. This issue will most likely affect shape file submissions. This has been noted as a feature that will be built in the upcoming THOMAS software.
- The system glitch, for the Sevier County basis boost, is being resolved. A workaround will be issued if that glitch is not resolved by 4/24/2017.
- THDA will be **conservative** in our underwriting models this cycle in response to the current equity market conditions. Any applicant that is proposing over .86 will have to provide contact information and applicable documentation supporting the higher pricing.
- As you assemble your 2017 applications, we would like to share the past two years averages of square footage for 1-5 Bedrooms that were successfully allocated

Bedroom Size	Min	Max	Average	
One	708	950	829	
Two	912	1300	1106	
Three	1327	1445	1386	
Four	1300	1555	1428	
Five	1433	1433	1433	