



2010 EXPERIENCE CERTIFICATION FOR MULTIFAMILY RENTAL APPLICATIONS

Multifamily Finance Production Division

Per §50.9(g), Experience Pre-Certification Procedures, of the 2010 QAP:

(g) Experience Pre-Certification Procedures. No later than 14 days prior to the close of the Application Acceptance Period for Competitive Housing Tax Credit Applications, an Applicant must submit the documents required in this subsection to obtain the required pre-certification. For Applications submitted for Tax-Exempt Bond Applications or Applications not applying for Competitive Housing Tax Credits, but applying only under other Multifamily Programs (HOME, Housing Trust Fund, etc.) all of the documents in this section must be submitted with the Application. Upon receipt of the evidence required under this section, a certification from the Department will be provided to the Applicant for inclusion in its Application(s). Evidence must show that one of the Principals of the Development Owner, General Partner, or the Developer have a record of successfully constructing or developing residential units (single family or multifamily) in the capacity of owner, General Partner or Developer. The individual requesting the certification must have completed the same type construction as the Application for tax credits is proposing (i.e. multifamily dwellings or single family residences). If rehabilitation experience is being claimed to qualify for an Application involving New Construction, then the rehabilitation must have been substantial and involved at least \$15,000 of direct hard cost per unit.

(1) The term "successfully" is defined as acting in a capacity as the owner, General Partner, or Developer of:

(A) At least 200 residential units or, if less than 200 residential units, 80% of the total number of Units the Applicant is applying to build (e.g. you must have 40 units successfully built to apply for 50 Units); or

(B) At least 36 residential units if the Development is a Rural Development; or

(C) At least 25 residential units if the Development has 36 or fewer total Units.

(2) One or more of the following documents must be submitted: American Institute of Architects (AIA) Document A111 - Standard Form of Agreement Between Owner & Contractor, AIA Document G704 - Certificate of Substantial Completion, AIA Document G702 - Application and Certificate for Payment, Certificate of Occupancy, IRS Form 8609, HUD Form 9822, development agreements, partnership agreements, or other documentation satisfactory to the Department verifying that the Development Owner's General Partner, partner (or if Applicant is to be a limited liability company, the managing member), Developer or their Principals have the required experience. If submitting the IRS Form 8609, only one form per Development is required. The evidence must clearly indicate:

(A) That the Development has been completed (i.e. Development Agreements, Partnership Agreements, etc. must be accompanied by certificates of completion);

(B) That the names on the forms and agreements tie back to the Development Owner's General Partner, partner (or if Applicant is to be a limited liability company, the managing member), Developer or their Principals as listed in the Application; and

(C) The number of units completed or substantially completed.

Submit this form and the required supporting documentation described below to the Department no later than February 15, 2010. Once the documents are reviewed and the experience is approved, the Certificate will be mailed to the below address. The certificate must be included in the Application. If you have any questions, please contact Valentin DeLeon at valentin.deleon@tdhca.state.tx.us or (512) 475-3061

* All applicants will need to apply for experience for the 2010 cycle. Previous certifications will not be accepted.

Person to be named on the Certificate:

Contact Name: _____ Phone # _____ Fax # _____

Address: _____

City: _____ St: _____ ZIP: _____

E-mail Address: _____

I am providing evidence of the following prior experience: (please check one)

at least 200 residential units or, if less than 200 residential units, 80 percent of the total number of units the applicant is applying to build

at least 36 residential units if the Development is a Rural Development

at least 25 residential units if the Development has 36 or fewer total units