

## INSTRUCTIONS FOR THE VIRGINIA 2006 LIHTC APPLICATION FOR RESERVATION

This application was prepared using Microsoft Office 2000, Excel Version 9.0.6926 SP-3. It is intended solely for your convenience in preparing the application. Please note that using the electronic version does not eliminate the need to submit the required signature pages of the application and associated documentation. A more detailed explanation of application submission requirements is provided in the Application Manual under General Application Instructions.

**An electronic copy of your completed application is now a mandatory submission item.**

### 9% Competitive Credits

Applicants should submit an electronic copy of the application either on CD or by email, or both, prior to the application deadline, which is 5:00 PM Richmond Virginia time on March 10, 2006. Failure to submit an electronic copy of the application by the deadline will cause the application to be disqualified.

### Applications Tax Exempt Bond Credits

Applicants should submit an electronic copy of the application either on CD or by email, or both, at the at the time of application submission. Applications will not be processed until an electronic copy is received.

### New Email Address

Those who choose to submit an electronic version of the tax credit application via email should send it only to the following address: [TaxCreditApps@VHDA.com](mailto:TaxCreditApps@VHDA.com)

**Do not send it to the allocation staff email addresses listed below.** Upon receipt of your email message you will receive an automated response acknowledging such receipt. Be certain to attach the application Excel file to this email prior to submitting. The automatic response will only acknowledge receipt of the email, not the presence or absence of attachments.

### Disclaimer:

VHDA assumes no responsibility for any problems incurred in using this spreadsheet or for the accuracy of the calculations. Check your application for correctness and completeness before submitting the application to VHDA.

### Entering Data:

Enter numbers or text as appropriate in the blank spaces highlighted in yellow. All other cells are protected and will not allow any changes. The format for cells has been set to accept text, currency, percentages, etc. as appropriate. Enter any number without commas or dollar signs. Enter percentages beginning with a decimal point. There is no text wrap-around feature, so care must be taken to enter text so that it does not extend beyond the right margin of the page. Enter in only enough text to fill one line and then drop to the first yellow cell of the next line. Each page of the application is a separate sheet in the spreadsheet. The spreadsheet contains numerous error checks which are designed to assist you in identifying potential mistakes in your application. Please note that these may appear as you enter data because many are dependent on entries later in the application. Do not be concerned with these messages until all data has been entered. Also note that some cells contain error messages such as "#DIV/0!" before you begin. These warnings will disappear as you enter numbers necessary to complete the application.

### Assistance:

If you have any questions, please call Jim Chandler at (804) 343-5786, Dale Wittie at (804) 343-5876, Cara Wallo at (804) 343-5714 or Debbie Griner at (804) 343-5518. Please note that we cannot release the copy protection password.

### **Staff email addresses:**

**jim.chandler@vhda.com - dale.wittie@vhda.com  
cara.wallo@vhda.com - or debbie.griner@vhda.com**