

# AHFA Multifamily Funding Application Checklist

**Bold** lettering denotes that AHFA provides form or form letter.

Project Name: \_\_\_\_\_ County: \_\_\_\_\_ Owner: \_\_\_\_\_  
 HOME/Tax Credit: \_\_\_\_\_ Tax Credit: \_\_\_\_\_

- 1  **Online Application (Tabs 1-27)**
- 2  15-year Pro Forma (tax credits) or  20-year Pro Forma (HOME), whichever is applicable
- 3  **a. Sources of Funds**  **b. Detailed Expense Assumption**
- 4  a. Application Fee (\$2,000 - No Cash Accepted)  b. Two Copies of Fee Check
- 5  **a. Certification of Market Study Requirements and Attachments**  b. Market Study  
 c. CD copy of Market Study

- 6 Ownership Entity (a project may have one or more selections):
- |   |  |
|---|--|
| <p><i>Ltd. Partnership</i></p> <p>a. <input type="checkbox"/> <b>Form LP</b> _____ (name)</p> <p><i>Ltd. Liability Co.</i></p> <p>c. <input type="checkbox"/> <b>Form LLC</b> _____ (name)</p> <p><i>Ltd. Liability Partnership</i></p> <p>e. <input type="checkbox"/> <b>Form LLP</b> _____ (name)</p> | <p><i>Corporation</i></p> <p>b. <input type="checkbox"/> <b>Form CORP</b> _____ (name)</p> <p><i>Gen. Partnership</i></p> <p>d. <input type="checkbox"/> <b>Form GP</b> _____ (name)</p> |
|---|--|

- 7 Non-Profit Status IRS Letter  
 501 (c)(3)  
 501 (c)(4)  
 501 (A)
- 8  Non-Profit Legal Opinion Letter
- 9  **AHFA's 2009 CHDO Certification Letter**

- 10 **a. Previous Participation Form**      **b. Relevant Experience Form** (for the following)
- |   |  |
|---|--|
| <p><b>a.</b> <input type="checkbox"/> LP _____ (name)</p> <p><input type="checkbox"/> CORP _____ (name)</p> <p><input type="checkbox"/> LLC _____ (name)</p> <p><input type="checkbox"/> GP _____ (name)</p> <p><input type="checkbox"/> LLP _____ (name)</p> <p><b>b.</b> Owner<br/> <input type="checkbox"/> LP _____ (name)</p> <p><input type="checkbox"/> CORP _____ (name)</p> <p><input type="checkbox"/> LLC _____ (name)</p> <p><input type="checkbox"/> GP _____ (name)</p> <p><input type="checkbox"/> LLP _____ (name)</p> <p><b>a.</b> <input type="checkbox"/> Developer (if different from Owner) _____ (name)</p> <p><input type="checkbox"/> Co-Developer (if different from Owner) _____ (name)</p> | <p><b>a.</b> <input type="checkbox"/> General Partners _____ (names)</p> <p><input type="checkbox"/> Shareholders _____ (names)</p> <p><input type="checkbox"/> and/or Members _____ (names)</p> <p><b>b.</b> General Contractor _____ (name)</p> <p>General Contractor _____ (name)</p> |
|---|--|

- 11 **Development Team Resume Form** (for the following)
- |   |   |
|---|---|
| <p><b>a.</b> Owner<br/> <input type="checkbox"/> LP _____ (name)</p> <p><input type="checkbox"/> CORP _____ (name)</p> <p><input type="checkbox"/> LLC _____ (name)</p> <p><input type="checkbox"/> GP _____ (name)</p> <p><input type="checkbox"/> LLP _____ (name)</p> <p><b>c.</b> <input type="checkbox"/> Developer (if different from Owner) _____ (name)</p> <p><input type="checkbox"/> Co-Developer (if different from Owner) _____ (name)</p> <p><b>e.</b> <input type="checkbox"/> Consultant _____ (name)</p> <p><b>g.</b> <input type="checkbox"/> Attorney _____ (name)</p> | <p><b>b.</b> <input type="checkbox"/> General Partners _____ (names)</p> <p><input type="checkbox"/> Shareholders _____ (names)</p> <p><input type="checkbox"/> and/or Members _____ (names)</p> <p><b>d.</b> <input type="checkbox"/> General Contractor _____ (name)</p> <p><input type="checkbox"/> General Contractor _____ (name)</p> <p><b>f.</b> <input type="checkbox"/> Architect _____ (name)</p> <p><b>h.</b> <input type="checkbox"/> Accountant _____ (name)</p> |
|---|---|

- 12  **Identity of Interest**
- 13 **Financial Statements** (for the following)
- |   |  |
|---|--|
| <p><b>a.</b> Owner<br/> <input type="checkbox"/> LP _____ (name)</p> <p><input type="checkbox"/> CORP _____ (name)</p> <p><input type="checkbox"/> LLC _____ (name)</p> <p><input type="checkbox"/> GP _____ (name)</p> <p><input type="checkbox"/> LLP _____ (name)</p> <p><b>c.</b> <input type="checkbox"/> Developer (if different from Owner) _____ (name)</p> <p><input type="checkbox"/> Co-Developer (if different from Owner) _____ (name)</p> | <p><b>b.</b> <input type="checkbox"/> General Partners _____ (names)</p> <p><input type="checkbox"/> Shareholders _____ (names)</p> <p><input type="checkbox"/> and/or Members _____ (names)</p> <p><b>d.</b> <input type="checkbox"/> General Contractor _____ (name)</p> <p><input type="checkbox"/> General Contractor _____ (name)</p> |
|---|--|
- 14 **Other State Activities Form**  
**a.**  Owner      **b.**  General Contractor
- 15 **a.**  **Owner/Developer Responsibilities Form**      **b.**  Agreement

- 16 Management Information:
- |   |  |
|---|--|
| <p><b>a.</b> <input type="checkbox"/> <b>Previous Participation Form</b></p> <p><b>c.</b> <input type="checkbox"/> <b>State Compliance Form</b></p> <p><b>e.</b> <input type="checkbox"/> <b>Resume</b></p> | <p><b>b.</b> <input type="checkbox"/> <b>Relevant Experience Form</b></p> <p><b>d.</b> <input type="checkbox"/> <b>Financial Statement</b></p> |
|---|--|

- Site/Project Information:
- 17 Evidence of Site Control  
 Sales Contract  
 Warranty Deed  
 Option
  - 18 **a.**  **Site/Project Information Form**    **b.**  **Neighborhood Services**    **c.**  **Negative Neighborhood Services**  
**d.**  Location Map with Site and Services    **e.**  Color photos of site (including any structures)    **f.**  Color photos of services (positive and negative)
  - 19  Schematic Site Plan
  - 20  Legal Description
  - 21  Topography Map
  - 22  Zoning Letter
  - 23 **a.**  Flood Certification (FEMA Form 81-93, Dec 05)  
**b.**  If a portion of the property lies in Zones A or V, provide schematic site plan indicating area of flood zone (TC only)
  - 24  Title Insurance Commitment
  - 25  **Notice of Real Property Acquisition** (for HOME applicants only)
  - 26 **a.**  Certified Survey      **b.**  **Surveyor's Certificate**
  - 27 **a.**  Phase I Environmental Site Assessment      **b.** CD Copy of Phase 1
  - 28  Census Tract Verification Letter
  - 29  **Paving Recommendations (Select Asphalt or Concrete)**
  - 30  Utility Allowance Documentation
  - 31  **Certification of Consistency with Consolidated Plan** (for HOME applicants only)
  - 32  Support Letters (Optional)
  - 33  **Capital Needs Assessment**
  - 34  **Relocation Plan**
  - 35  **Notice to tenants concerning relocation/displacement** (for HOME applicants only)
  - 36  **Tenant Roll**
  - 37 Testing of Lead-based paint (LBP) and asbestos containing materials (ACM) if built pre 1978  
 **a.** Lead - Based Paint Testing Report  
 **b.** Asbestos Testing Report

- Point Scoring Items (if applicable):
- 38  Commitment Letters for Additional Subsidies
  - 39  **Owner-Provided Tenant Service Form(s)**
  - 40  **Public Housing Authority Certification**
  - 41  **AHFA 2009 Application Training Seminar Certificate**
  - 42  Construction and Permanent Commitment Letters
  - 43  Assumption Agreement
  - 44  **10-Year Rule Legal Opinion Letter**
  - 45  Executed Organizational Documents
  - 46  All Utility Letters (electricity, gas, water, sewage, telephone)
  - 47  Evidence that the existing building(s) are listed on the National Register of Historic Places
  - 48  **Minority or Women-Owned Business Certification**

- Tie Breaker Items (if applicable):
- 49  Community Revitalization Plan Pages
  - 50  **a. Homeownership Conversion Proposal**       **b. Plot Plan**       **c. Counseling Agreement**

- 51  **Statement of Application and Certification**
- 52  One complete copy of the application (include forms, attachments, **Yellow** index pages, color photos).