

The information in this email was discussed at AHFA's training workshop in Montgomery on Monday, February 9, 2009. AHFA wants to make sure that this information reaches those who have subscribed to receive email updates from AHFA but were unable to attend the workshop.

The application cycle this year includes a **new online portion** that is **MANDATORY**. All applicants must submit their 2009 funding applications to AHFA in electronic form at [www.rentals.ahfa.com](http://www.rentals.ahfa.com). This must be done **before** the complete application with exhibits is delivered to AHFA's offices. See the Multifamily Funding Application Checklist for a listing of required documents. AHFA will **open the online portion** of the 2009 application cycle beginning at **8 AM on Wednesday, March 4**. This is to allow applicants to submit their online applications with enough time remaining to print, copy and ship their complete applications to arrive at AHFA on the first day of the application cycle, as described below. Once an application is submitted through the online system, the application will be locked and no further changes or corrections of any kind will be allowed. You will be reminded of this online when you click to submit the application.

In addition to the online portion, **all applicants must also deliver a COMPLETE application in hard copy to AHFA's offices**. This delivery must include a printed copy of the EXACT application already submitted online, together with all required documents, exhibits and other information. The complete applications must be delivered to AHFA's offices between **9 AM on Monday, March 9** and **5 PM on Friday, March 13**.

In order to be considered for funding, each applicant must BOTH (1) submit an online application, AND (2) deliver a COMPLETE hard copy of their application to AHFA, together with all required documents, exhibits and other information.

**Please note that the physical delivery of the COMPLETE application package at AHFA's offices is the official time and date that will be used for tie-breaking purposes under the allocation plan.**

This year's two-step application process is a necessary step toward developing a paperless application process, and we appreciate everyone's patience and cooperation as we work to improve our processes. Please continue to monitor your email and our website at [www.AHFA.com](http://www.AHFA.com) for additional news and updates.

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