

LIHTC Application Forms & Instructions

“Low Income Housing Tax Credit Application,” associated forms and exhibits are available on the ADOH’s web site at www.azhousing.gov. Contact the Arizona Department of Housing at (602) 771-1000.

*Applicants are hereby directed not to revise, change or modify these forms in any way.
Any such alteration may disqualify the application.*

Application materials must be in 8-1/2 x 11 format, side bound in a binder of appropriate size, indexed and tabbed to correspond with the enumeration prescribed below. Exceptions: 1) all drawings/plans may be included unbound if they do not lend themselves to the 8-1/2 x 11 format. All such plans should be in the smallest practical (readable) format. Maximum acceptable drawing size is C-size; 2) items of significant volume (such as market demand studies) may be submitted as separate **bound** items.

The following items must be tabbed as follows to be located or scored:

TAB	DESCRIPTION	INFORMATION PROVIDED
	Cover Letter	Describe the project in a cover letter addressed to the ADOH. Enclose any requests for a waiver of the ADOH’s policies and underwriting criteria (one waiver request per page), including the applicant’s (or a bank’s) justifications for the request.
	FEE	Application Fee in the amount of \$3,500 marked “2009 LIHTC Application Fee”
	Index	
1	Self-Score Sheet	Complete and sign self-score sheet provided. Form 1 “Self Score Sheet”
	Set Aside Election	Complete and Insert Form 1-1 “Set-Aside Election”
2	Local Government Notice and Comment	Insert letters of acknowledgement, signed by the chief executive of the Local Government jurisdiction where the project is located.
3	Application Form	Complete Form 3, “Low-Income Housing Tax Credit Application,” Applicants Affidavit, Form 8821 for applicant and each member of the Development Team who has a financial interest in the project.
4	Legal Opinion	“Sample Legal Opinion.” (Exhibit E)
5	CPA Opinion	“Sample CPA Opinion.” (Exhibit E-1) <i>Note: This form is not required to be submitted until time of Carryover 10% Test.</i>
6	Legal Formation	Insert all information required by the Allocation Plan
7	Non-Profit Information	Insert all information required by the QAP (<i>Section 2.7(B)(13)</i>) and Form 7
8	Development Team	Insert Form 8, resumes of all Development team members and Financial Statements for Applicant, General Partners, Developer and Co-Developer. Complete Form 8-1 for all new construction and rehabilitation tax credit projects. Insert Form 8-2 “Authorization for Release of Information”. <i>See Section 2.7(B)(14) & (15) and Section 2.9(F)(5)</i>
9	Land Use	Insert documents evidencing land control or land ownership as outlined in the QAP. <i>Section 2.7(B)(16).</i>

TAB	DESCRIPTION	INFORMATION PROVIDED
10	Project Zoning Certification	Insert Form 10, "Project Zoning Certification," or an equivalent document, as well as the other documentation of readiness required by the Allocation Plan. <i>Section 2.7 (B)(16)</i>
11	Financial ability to Proceed	Insert Letters of Intent, commitment, or award letters for all sources of funds listed under either Construction or Permanent Financing on Form 3, "Low-Income Housing Tax Credit Application." See <i>Section 2.7(B)(17)</i>
12	Market Demand Study	Insert the Market Demand Study that has been prepared in accordance with Exhibit L to the Allocation Plan.
13	Special Needs Populations	Insert Form 13 "Commitment to Set Aside Units," and Form 13-1 "Commitment of Service Provider", along with all supporting documentation required.
14	Service Provider Questionnaire	Complete and insert Exhibit N, "Service Provider Questionnaire".
15	Senior Population	Insert Form 15 "Commitment to Set Aside Units for Senior Population," along with all supporting documentation required
16	Priority Market Need	Insert Form 16, "Commitment to Lower-Income Set-Aside."
17	Tenant Ownership	Insert a letter of intent from a qualified non-profit organization, and a detailed description of the Ownership proposal. See <i>Section 2.9 (F)(4)</i> .
18	Preservation	Documentation as required in support of one of the following categories: Historic, Acquisition/Rehabilitation, Preservation of Existing Subsidized Housing. See <i>Section 2.9 (F)(1), (2) or (3) of the QAP</i> .
19	Monitoring Compliance	Insert a plan for ensuring compliance with all the requirements of I.R.C. Section 42. Insert copy of management's last continuing training course certificate.
20	Marketing Plan	Insert an affirmative marketing plan in accordance with fair housing requirements, which provides a description of proposed techniques and vehicles for marketing the property to potential low-income residents.
21	Pro Forma	Insert an analysis of the estimated operating expenses, utility expenses and allowances, and other costs and income of the project on a 15-year pro forma basis (Non-project based rental assistance should be excluded from this analysis). See <i>Section 2.7(B)(26)</i>
22	Project Location	<ol style="list-style-type: none"> 1. Insert map indicating the project location, directions to the site. 2. Insert an additional 8 x 10 map indicating the following facilities located within 2 miles; <ul style="list-style-type: none"> • Existing LIHTC or other affordable housing developments • Retail Centers • Medical Complexes • Recreational Facilities • Educational Facilities • Large scale employment centers • Public Transportation
23	Community Revitalization Project	Insert Form 23, a map showing boundaries of the housing priority area and location of project, and documentation as required under <i>Section 2.9(F)(7)</i> .

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24	Utility Allowance	Insert a copy of the current Utility Allowance Schedule (from Public Housing Authority, Utility Company, or other source), which is the basis for the utility allowances entered on Form 3, "Low-Income Housing Tax Credit Application." Insert "will serve" letter(s) from Utility companies for existing properties.
25	Drawings/Plans	Insert preliminary drawings/renderings, including all drawings as per Section 2.7 (B)(30) of the QAP. Include documentation in support of Water Conservation & Xeriscape Landscaping. (<i>See Section 2.7(B)(32)</i>)
26	Property Design Standards	Insert Exhibit Y, signed by the Architect for the project for the project certifying that the project meets the ADOH Design Guidelines (Exhibit D)
27	Project Schedule	Insert Form 27, "Project Schedule."
28	Capital Needs Assessment	For rehabilitation and acquisition/rehabilitation projects insert a Capital Needs Assessment in the format required by the Allocation Plan. <i>See Section 2.7(B)(35)</i> .
29	Project Readiness	Insert all documentation supporting a claim for Project Readiness points required by the Allocation Plan. <i>See Section 2.9 (F)(14)</i> .
30	Sustainable Development / Transit Oriented Development	Insert all documentation supporting a claim for Sustainable Design required by the Allocation Plan. <i>See Section 2.9(F)(15)</i> .
31	Phase I and Environmental Review Record	Insert the original Phase I report and Environmental Review Record, if applicable.