



## Illinois Housing Development Authority Preliminary Application Checklist

**Project Name:** \_\_\_\_\_  
**Project Location:** \_\_\_\_\_  
**Owner:** \_\_\_\_\_

### Instructions:

This checklist is to be used when completing a preliminary application for 9% Tax Credits. The following documentation should be submitted in an adequately sized accordion file folder or three-ring binder and tabbed to correspond with the outline below. Please refer to the QAP for a detailed description of the required documentation for each section.

### Preliminary Application

Map identifying Project site, location of community amenities	_____
Labeled color photographs of Project site and adjacent properties	_____
Documentation of preliminary site control	_____
Site plans	_____
Preliminary development plans, elevations, floor plans, unit plans.	_____
The "Environmental Checklist" ( <a href="http://www.ihda.org">www.ihda.org</a> )	_____
Project narrative	_____
Copy of Check for Preliminary Application Fee and "Multifamily Fee Payment Form" ( <a href="http://www.ihda.org">www.ihda.org</a> )	_____