

Illinois Housing Development Authority 2012 LIHTC Application Checklist



Project ID (PID): _____
 Project Name: _____
 Project Location: _____
 Sponsor: _____
 Set Aside (if applicable): _____

Instructions: *This checklist is to be used only as a guide and an indication of submitted materials when applying for any Multifamily Finance resource. Please refer to the QAP for more detailed descriptions of the required documentation for each section.*

One (1) copy of all Application materials must be submitted in an adequately sized accordion file folder and tabbed to correspond with the outline below.

In addition, an electronic version of ALL Application materials must be submitted in PDF format on a disk or flash drive with files named to correspond with the outline below.

Note: All documentation submitted to fulfill mandatory Application requirements can be no older than six (6) months prior to the Application deadline unless specifically stated otherwise in the QAP.

APPLICATION CHECKLIST		IHDA Staff
GENERAL DOCUMENTS		
_____ Copy of "Multifamily Fee Payment Form" (www.ihda.org)		_____
_____ Application Fee Check		_____
_____ Completed "Application Checklist"		_____
_____ Printed Copy of the "Common Application" (www.ihda.org)		_____
_____ Electronic version in Excel format on disk or flash drive of the "Common Application"		_____
_____ Electronic version in PDF format on disk or flash drive of ALL Application materials, including attachments and supporting documentation with files named to correspond with the outline below.		_____
MANDATORY REQUIREMENTS		
A. Evidence of Preliminary Site and Market Assessment Approval		
_____ Preliminary Site and Market Assessment Approval Letter		_____
B. Project Narrative		
_____ "Project Narrative" form (www.ihda.org)		_____
C. Public Housing Waiting List Preference		
_____ "PHA Preference Certification" form (www.ihda.org)		_____
D. Certification of Consistency with the Consolidated Plan		
_____ Certification of Consistency with Local Consolidated Plan		_____
_____ Written request for the Authority to review the project for consistency with the State Consolidated Plan		_____
E. Local Support		
_____ Letter of support from chief elected official		_____
_____ Description of efforts to obtain local letter of support		_____
F. Site Control		
_____ Fee simple interest in the property		_____
_____ Fully executed purchase agreement		_____
_____ Fully executed agreement for long-term lease of the property		_____
_____ Letter of intent from government entity		_____
_____ Property Legal Description		_____

CERTIFICATION

All capitalized terms in this Certification shall have the meaning ascribed to it in the QAP.

The Sponsor signing this Certification for any purpose, hereby acknowledges, consents and agrees that the Authority, and any individual or entity on behalf of the Authority, shall have the right at any time, without any further consent from or notice to Sponsor or any other party, to discuss or communicate and disseminate any information concerning the Sponsor or the Project with any third party, including, without limitation, any general or limited partner, member, or shareholder of Sponsor or any entity or individual comprising any part of Owner's ownership structure, or any party providing any funds to or on behalf of the Owner or Project, any matter relating to the Application, Project, or Owner any other matter relating thereto. The Sponsor hereby releases and indemnifies the Authority from any and all liabilities arising from or relating to the disclosure of information by the Authority as described herein or any communication the Authority, or anyone acting on behalf of the Authority, may have with any other person or entity relating to the Sponsor or Project.

The undersigned Sponsor agrees that the Project in connection with which this Application is made shall be affirmatively marketed and available for occupancy by all persons regardless of race, color, creed, national origin, ancestry, religion, sex, age, handicap, marital, unfavorable military discharge, or family status. The undersigned will document the actions taken to affirmatively further fair housing.

The undersigned Sponsor agrees that the implementation of the Project shall minimize the involuntary displacement of Low Income households. The undersigned agrees to conform to this policy in every phase of planning, implementation, and operation of the Project.

The undersigned Sponsor further agrees to indemnify and hold harmless the Authority and its Members, officers, employees and agents against any and all losses, costs, damages, expenses and liabilities of whatever nature or kind (including, without limitation, attorneys' fees, liquidation and court costs, amounts paid in settlement, amounts paid to discharge judgments, and in the case of Tax Credits, any loss arising out of a judgment by the IRS) directly or indirectly arising out of or in connection with the acceptance, consideration, and approval or disapproval of the funding request in this Application.

The undersigned Sponsor certifies that the information set forth in this Application and in any attachments to it is, to the best of his or her knowledge, true, complete, and accurate; and the Authority may rely on the information, representations, and covenants to award Tax Credits to the Owner.

The undersigned Sponsor understands that supplying false information or misrepresentation of any kind in this Application may be grounds for denial or loss of Tax Credits, notification to the IRS, disqualification of the Project from receipt of funds under any Authority program, and may affect future participation in the Tax Credit program. The information given by the undersigned Sponsor is subject to verification by the Authority.

The undersigned Sponsor certifies that the Project will include all mandatory requirements set forth in Section VIII of the QAP.

The undersigned Sponsor certifies that the Project will include of all elements and performance obligations for which points were awarded in the scoring categories set forth in Section VIII of the QAP.

The undersigned Sponsor certifies that the Project consists or will consist of qualified Low Income buildings(s), as defined in Section 42, and will satisfy all applicable requirements of federal tax law in connection with the acquisition, construction or rehabilitation, and operation of the Project so that the Project is eligible to receive an Allocation of Tax Credits.

The undersigned Sponsor understands that the amount of a Reservation and Allocation of Tax Credits for the Project is calculated from the eligible basis and a qualified basis of the Project (and each building in the Project). The Sponsor is responsible for all calculations and figures related to the determination of the eligible basis and qualified basis of the Project.

In witness whereof, the undersigned Sponsor has caused this Certification to be duly executed by its authorized representative this _____ day of _____ 20__.

Legal Name of Sponsor: _____
By: _____
Title: _____

Print Name: