

**Application Checklist**  
(Include copy in application package)

Development Name \_\_\_\_\_

Development Address \_\_\_\_\_

Applicant Name \_\_\_\_\_

Qualification forms must be submitted in conjunction with other application materials. Click here to be directed to Development Team Qualification Forms and Instructions.

**All documents must be submitted on a disk, in addition to submitting the signed original and two (2) copies.**



Click here to find out what's new on the 2013 Common Application Form

**A All Proposals – Forms and Submittal Items**

1	<input type="checkbox"/>	<a href="#">Minnesota Multifamily Rental Housing Common Application Form - Submit a MS Excel template format electronically to mhfa.app@state.mn.us</a>
2	<input type="checkbox"/>	<a href="#">Multifamily Rental Housing Narrative Questions - including Supportive Housing Narrative</a>
3	<input type="checkbox"/>	<a href="#">Project Schedule</a>
4	<input type="checkbox"/>	<a href="#">Appraisal Submission Items</a> (Agency Ordered) <a href="#">[help text]</a>
5	<input type="checkbox"/>	<a href="#">Applicant Certification of Environmental Issues</a>
6	<input type="checkbox"/>	<a href="#">Market Qualification Form</a>
7	<input type="checkbox"/>	<a href="#">Affirmative Fair Housing Marketing Plan</a> (for more explanation see <a href="#">[help text]</a> )
8	<input type="checkbox"/>	Minimizing Transportation Costs and Promoting Access to Transit <a href="#">[help text]</a>
9	<input type="checkbox"/>	Site Location Map <a href="#">[help text]</a>
10	<input type="checkbox"/>	Photographs <a href="#">[help text]</a>
11	<input type="checkbox"/>	Preliminary Architectural/Construction Requirements for New Construction <a href="#">[help text]</a>
12	<input type="checkbox"/>	<a href="#">Scope of Work for Acquisition and/or Rehabilitation of Existing Buildings</a> <a href="#">[help text]</a>
13	<input type="checkbox"/>	Physical Needs Assessment or Capital Needs Assessment <a href="#">[help text]</a>
14	<input type="checkbox"/>	<a href="#">Green Communities Certification Workbook</a> <a href="#">[help text]</a>
15	<input type="checkbox"/>	Evidence of Site Control <a href="#">[help text]</a>
16	<input type="checkbox"/>	Sources and Uses of Funds - Proposed, Secured and Existing <a href="#">[help text]</a>
17	<input type="checkbox"/>	Tenant Relocation Plan - if applicable <a href="#">[help text]</a>
18	<input type="checkbox"/>	<a href="#">Acknowledgment of Receptivity to an LCA Funding - required for all metro proposals except Minneapolis</a>
19	<input type="checkbox"/>	<a href="#">Notification of Local Official</a>

20	<input type="checkbox"/>	<a href="#">Local HRA/PHA Notice and Agreement Form</a>
21	<input type="checkbox"/>	Rental Assistance Payment Standards <a href="#">[help text]</a>
22	<input type="checkbox"/>	Utility Allowance from Local HRA/PHA - for developments that include tenant paid utilities <a href="#">[help text]</a>
23	<input type="checkbox"/>	Commitment to provide Project Based Rental Assistance from PHA/HRA or other similar entity (and if applicable, for an extended term) <a href="#">[help text]</a>
24	<input type="checkbox"/>	Rent Roll for existing developments - provide the most recent rent roll
25	<input type="checkbox"/>	Management and Operating Expenses <a href="#">[help text]</a>
26	<input type="checkbox"/>	Housing Tax Credits and Housing Infrastructure Bonds (HIB) Dual Application Process <a href="#">[help text]</a>
27	<input type="checkbox"/>	<a href="#">Dual Application Certification Letter</a>
<b>B Application Fees</b>		
1	<input type="checkbox"/>	<a href="#">Application Fee and Fee Remittance Form</a>
<b>C Housing Tax Credits - Forms and Submittal Items</b>		
1	<input type="checkbox"/>	<a href="#">Self Scoring Worksheet-signed by applicant/owner</a> - including all required supporting documentation of points claimed
2	<input type="checkbox"/>	Market Study <a href="#">[help text]</a>
3	<input type="checkbox"/>	<a href="#">Maintenance and Operating Expense Review and Underwriting Certification Form</a>
4	<input type="checkbox"/>	<a href="#">Tax Credit Design Standards Certification</a>
5	<input type="checkbox"/>	<a href="#">Release of Information Authorization</a>
6	<input type="checkbox"/>	<a href="#">Determination of Tax Credits Form - optional</a>
7	<input type="checkbox"/>	Evidence of HTC Threshold Requirements <a href="#">[help text]</a>
8	<input type="checkbox"/>	For Acquisition, Evidence of Compliance with 10 year rule – Existing Building <a href="#">[help text]</a>
9	<input type="checkbox"/>	For Acquisition, Evidence of Compliance with exception to the 10 year rule <a href="#">[help text]</a>
10	<input type="checkbox"/>	15 Year After Tax Cash Flow Proforma (worksheet prepared by applicant)
11	<input type="checkbox"/>	Non-Profit Proof of Status-Non-Profit intended participation; Articles of Incorporation, IRS election status <a href="#">[help text]</a>
12	<input type="checkbox"/>	Plan for Eventual Tenant Ownership - if applicable <a href="#">[help text]</a>
13	<input type="checkbox"/>	Written Policy for Smoke-free Buildings <a href="#">[help text]</a>
<b>D Tax Exempt Bonds / Seeking 4% Housing Tax Credits - Forms and Submittal Items</b>		
1	<input type="checkbox"/>	<a href="#">Building Identification Number (BIN) Request Form</a>
2	<input type="checkbox"/>	Preliminary Determination Letter, submit if bonds are not being issued by Minnesota Housing <a href="#">[help text]</a>

3	<input type="checkbox"/>	Evidence of State allocation of tax-exempt bond volume cap if not being issued by Minnesota Housing <a href="#">[help text]</a>
4	<input type="checkbox"/>	<a href="#">Gross Rent Floor Election Form</a>
<b>E Supportive Housing – Forms and Submittal Items</b>		
1	<input type="checkbox"/>	<a href="#">County Letter of Confirmation - Local Human Service Department</a>
2	<input type="checkbox"/>	<a href="#">Certification of Consistency with Continuum of Care or Heading Home Plan</a>
<b>F Preservation</b>		
1	<input type="checkbox"/>	Documentation relevant to Preservation of Federally Assisted Housing <a href="#">[help text]</a>
2	<input type="checkbox"/>	Recent Site Inspection Report <a href="#">[help text]</a>
3	<input type="checkbox"/>	Preservation Data tab of 402/HTC 1 (Minnesota Multifamily Rental Housing Common Application Form) Complete all yellow cells <a href="#">[help text]</a>
4	<input type="checkbox"/>	Preliminary Determination of Eligibility (Optional) <a href="#">[help text]</a>
5	<input type="checkbox"/>	Stabilization Plans <b>only</b> : ISG Confirmation of Collaborative Funder Commitment <a href="#">[help text]</a>
6	<input type="checkbox"/>	Imminent Risk <b>only</b> : Market Rate Conversion Scenario <a href="#">[help text]</a>