

RENTAL HOUSING PROGRAMS APPLICATION

Missouri Housing Development Commission

2011 Preliminary Application

FIN-125 Application Checklist

(Not For Use with Property Disposition Priority Applications)

Development Name: _____

Applicant Name: _____

An application consists of two (2) tabbed three-ring binders. One binder will have an original of each paper copy exhibit, the other binder will have a copy of each paper copy exhibit. In addition, one CD-R with the required electronic exhibits is required.
Please include this form as the table of contents in the front of each binder.

For details about each checklist item, please consult the 2011 Developer's Guide and 2011 QAP.

	Original Copy	Electronic Copy
Primary Exhibits	X or N/A	X or N/A <small>Required Format</small>
1. CD-R containing electronic copies of required exhibits	<input type="checkbox"/>	
2. Executed Form FIN-100 Rental Housing Programs Application		
a. Executed FIN-100 Application	<input type="checkbox"/>	<input type="checkbox"/> Excel + PDF
b. Executed FIN-100-Addendum	<input type="checkbox"/>	<input type="checkbox"/> Excel + PDF
3. Application Fee	<input type="checkbox"/>	
4. Development Narrative		
a. Narrative Description	<input type="checkbox"/>	<input type="checkbox"/> Word
b. Development Questionnaire	<input type="checkbox"/>	<input type="checkbox"/> Word
5. Site Review Information		
a. Development Location Map	<input type="checkbox"/>	<input type="checkbox"/> PDF
b. Site Photographs	<input type="checkbox"/>	<input type="checkbox"/> JPG or Word
c. Site Plan or Subdivision Map	<input type="checkbox"/>	<input type="checkbox"/> PDF
d. FEMA Flood Map	<input type="checkbox"/>	<input type="checkbox"/> PDF
6. Applicant Site Control	<input type="checkbox"/>	
7. Market Study		
a. Form 1300-S	<input type="checkbox"/>	
b. Full Market Study	<input type="checkbox"/>	<input type="checkbox"/> PDF
8. Preliminary Financing Commitments		
a. Federal Housing Credit Equity	<input type="checkbox"/>	
b. State Housing Credit Equity	<input type="checkbox"/>	
c. Federal Historic Rehab Credit Equity	<input type="checkbox"/>	
d. State Historic Rehab Credit Equity	<input type="checkbox"/>	
e. Commitments for all Other Non-MHDC Debt/Grant Financing	<input type="checkbox"/>	
Secondary Exhibits		
9. Site Control		
a. Seller Site Control	<input type="checkbox"/>	
b. FIN-305: Seller Certification	<input type="checkbox"/>	<input type="checkbox"/> PDF
c. Legal Description	<input type="checkbox"/>	
10. Public Official Contact Verification and Other Support Letters		
a. Chief Elected Official	<input type="checkbox"/>	
b. State Senator	<input type="checkbox"/>	
c. State Representative	<input type="checkbox"/>	
d. City Councilperson/Alderman	<input type="checkbox"/>	
e. Public Housing Authority Executive Director	<input type="checkbox"/>	
f. School Superintendent (family properties-new construction or historic conversion)	<input type="checkbox"/>	<input type="checkbox"/> PDF
g. Other Letters of Support	<input type="checkbox"/>	
11. Statutorily Required Documentation		
a. IRS Form 8821 for Developer (including one for each principal)	<input type="checkbox"/>	
b. Missouri Form 8821 for Developer (including one for each principal)	<input type="checkbox"/>	
c. IRS Form 8821 for General Partner (including one for each principal)	<input type="checkbox"/>	
d. Missouri Form 8821 for General Partner (including one for each principal)	<input type="checkbox"/>	
e. FIN-109: Legal Employment Practices Certification	<input type="checkbox"/>	
f. Evidence of Consistency with Consolidated Plan	<input type="checkbox"/>	
	Original	Electronic

FIN-125 Application Checklist
(Not For Use with Property Disposition Priority Applications)

Development Name: _____
 Applicant Name: _____

	<u>Copy</u>	<u>Copy</u>
		Required Format
12. Housing Priority Documentation		
a. Non-Profit Priority		
i. Non-Profit's Certificate of Incorporation	<input type="checkbox"/>	
ii. Articles of Incorporation and Bylaws	<input type="checkbox"/>	
iii. Certificate of Good Standing	<input type="checkbox"/>	
iv. IRS Evidence of Non-Profit Status	<input type="checkbox"/>	
v. Non-Profit Participation Questionnaire (with required attachments)	<input type="checkbox"/>	
vi. CHDO Recertification Form R-100 (with required attachments)	<input type="checkbox"/>	
b. Service Enriched Housing Priority		
i. Detailed Supportive Service Plan	<input type="checkbox"/>	<input type="checkbox"/> PDF
ii. Services Budget	<input type="checkbox"/>	
iii. Service Provider Letter(s) of Intent	<input type="checkbox"/>	
c. Special Needs Housing Priority (see QAP and Developer's Guide for further details)		
i. Draft Referral and Support Agreement	<input type="checkbox"/>	
ii. Detailed Marketing Plan	<input type="checkbox"/>	
iii. Documentation of Supportive Services	<input type="checkbox"/>	
iv. An Affordability Plan	<input type="checkbox"/>	
d. Preservation Priority		
i. Copy of all Notes and Regulatory Agreements on the Property	<input type="checkbox"/>	
ii. Copy of Project-Based Section 8 or Operating Subsidy Agreements and Rent Schedules	<input type="checkbox"/>	
iii. Most Recent Audited Financial Statement	<input type="checkbox"/>	
iv. Need for Preservation Letter from HUD, RD or MHDC	<input type="checkbox"/>	
e. Property Disposition Priority		
i. Copy of Contract/Option (FIN-130)	<input type="checkbox"/>	
13. Zoning Letter	<input type="checkbox"/>	
14. Architectural Items		
a. Elevations (new construction) or Photos (rehab/conversion)	<input type="checkbox"/>	<input type="checkbox"/> JPG or Word
b. Floor Plans	<input type="checkbox"/>	
c. Unit Plans	<input type="checkbox"/>	
d. Development Characteristics Worksheet	<input type="checkbox"/>	<input type="checkbox"/> PDF + Word
e. Scope of Work (Rehab)	<input type="checkbox"/>	
f. Physical Needs Assessment (Rehab Only)	<input type="checkbox"/>	
g. Structural Letter (Historic Only)	<input type="checkbox"/>	
h. Historic Approval (Historic Only)	<input type="checkbox"/>	
15. Sustainable Housing Items (New Developments Only)		
a. Detailed Description of Green Building System and Techniques	<input type="checkbox"/>	
b. Resume and Role Description for Team Members with Sustainability Experience	<input type="checkbox"/>	
c. Pre-Development, Development and Operations Plans	<input type="checkbox"/>	
16. Relocation (properties with existing tenants) and Existing MF Operation Data		
a. Current Tenant List	<input type="checkbox"/>	<input type="checkbox"/> PDF
b. Relocation Plan	<input type="checkbox"/>	<input type="checkbox"/> PDF
c. GIN (General Information Notice) (Required After Approval)	<input type="checkbox"/>	<input type="checkbox"/> PDF
d. Acceptance of MHDC Relocation Policy	<input type="checkbox"/>	<input type="checkbox"/> PDF
e. MF Operating Data Reports & Documents	<input type="checkbox"/>	
17. Homeownership Plan	<input type="checkbox"/>	
18. PHA Approved Utility Allowance	<input type="checkbox"/>	
19. Developer and General Partner Information		
a. FIN-105 Experience Summary for Developer	<input type="checkbox"/>	
b. FIN-107 Developer Qualifications (including Financial Statement)	<input type="checkbox"/>	
c. FIN-105 Experience Summary for General Partner (if different than Developer)	<input type="checkbox"/>	
20. Management Company		
a. FIN-105 Experience Summary for Management Company	<input type="checkbox"/>	
b. MHDC Form 2004-B: Management Profile (revised 05/09 version)	<input type="checkbox"/>	<input type="checkbox"/> PDF