

NM Affordable Housing Tax Credit Application  
2006 Attachments Checklist  
For Rental Development



**Tab #'s 1-12 are required; please include all available information in order to achieve completeness.**

Tab #	Document or Schedule Required	Check if Present	For MFA Use
1	Application Fee (\$200)		
1	Narrative Description of Project ( <i>Not to Exceed One Page</i> )		
1	1 page summary of Developer affordable housing experience		
2	Executed Development Project Application Form		
3	Schedule A: Development Cost Budget		
3	Schedule A-1: Sources of Funds		
4	Schedule B: Unit Type and Rent Summary		
5	Schedule C: Executed Operating Expense Budget		
5	15 year pro forma cash flow attached with Schedule C		
6	Schedule D: Executed Contractor's and Sponsor's Cost Breakdown		
7	Schedule E: Development Schedule		
8	Schedule H: Executed Principal's Previous Participation Certificate		
8	Developer/Sponsor Resume <sup>1</sup> with references		
9	Schedule I: Executed Previous Participation of Management		
9	Management Agent Resume <sup>1</sup>		
10	Articles of Incorporation or organizational documents verifying governmental status		
10	IRS Designation Letter Verifying 501(c)(3) or (4) Status Exempt from Tax under Code Section 501(a) (if applicable)		
10	If 501(c)(3); Confirmation of filing with the Attorney General's office providing proof that it is in compliance with the Charitable Solicitations Act NMSA 1978§ 57-22-1, et.seq.		
10	Current List of Board Members indicating their Home Addresses		
11	Current Organizational Budget and Variance Report ( <i>dated within 3 months of application</i> )		
11	Current Financial Reports ( <i>dated within 3 months of application</i> )		
12	Local Jurisdiction Support Letter		
	<b>Of the following please provide information as available:</b>		
13	Schedule P: Donation Sources		
14	Financing Commitment Letters		
15	Evidence of Site Control		
16	Market Study/Appraisal information		

<sup>1</sup> All resumes must include name of firm, name of contact person, office address, telephone number, and professional affiliations.

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Tab #	Document or Schedule Required	Check if Present	For MFA Use
17	Letter from Local Zoning Official stating that Zoning does not Prohibit the Proposed Project and Specifying Other Required Permits		
18	Site Survey		
18	Legal Description of Site		
18	Location Map and Detailed Directions to the Site		
18	Preliminary Site Plan and Landscaping Plan		
18	Preliminary Outline Specification		
19	Typical Unit Floor Plans		
19	Building Elevations		
20	Environmental review/assessment		
21	Contractor Resume <sup>1</sup>		
21	Architect Resume <sup>1</sup>		
22	Documentation of Utility Calculation and Source of Information		

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<sup>1</sup> All resumes must include name of firm, name of contact person, office address, telephone number, and professional affiliations.