
MULTIFAMILY HOUSING UNDERWRITING APPLICATION INSTRUCTIONS

The Multifamily Housing Application Instructions (“Instructions”) follow the Application Checklist and explain each of the submission requirements. If applications do not meet all of the submission requirements, the Application review may be discontinued by the Agency.

Volume Cap Applicants or Applicants submitting an Underwriting Application for Tax Credits/PennHOMES must submit **two hard copies** and one electronic copy on a CD of the completed Application with the required Exhibits, along with an Application Fee to the Agency. All applications, (hard copy and CD copy) **must be tabbed numerically** using the Application Checklist. Applications not received in this manner will be returned. All hard copies of the Application must be submitted in three-ring binders.

THE ELECTRONIC COPY AND HARD COPIES MUST BE IDENTICAL. All electronic copies should be submitted on a CD with each tab as individual files. The format for all electronic copies may be any version of Microsoft Word, Microsoft Excel or a .PDF file. Pictures must be in a .jpg or .gif format and optimized to a size of less than 50 kb. Most digital cameras automatically save images at 640 x 480 pixels or greater resulting in a very large file size and image. Please reduce (CROP/OPTIMIZE) the image by at least 50% (320 x 240 pixels or less). We may accept up to 100 kb if the image has a great amount of detail.

Note: To avoid loss of detail, set the resolution to the highest setting when you crop the picture. Publisher or any digital camera image viewing software will NOT be accepted.

Failure to submit the Application in the above format may result in your application being returned.

DO NOT PASSWORD PROTECT ANY OF THE FILES CONTAINED IN THE ELECTRONIC COPY OF YOUR APPLICATION.

Please note: Applicants requesting Additional Tax Credits must follow the submission requirements for Additional Tax Credits.