

South Carolina State Housing Finance and Development Authority

9% Tax Credit Exchange Program Application Checklist

This Application Checklist must be submitted with the Exchange Program Application.

Development Name: _____ Date: _____

Please check off each category for which documents are submitted or mark as N/A.

TAB	Document	Check Off
1	Application - all signatures must be originals	
2	Application Checklist	
3	Syndication Narrative Include a narrative describing the steps taken to secure equity investment and describe issues hindering investor interest in the development. A complete list of all investment firms/banks contacted, contact names and phone numbers must be included as part of the narrative. In addition, attach copies of correspondence, emails, meeting notes, or similar in which the investment firms/banks have rejected/declined interest in funding the development.	
4	FORM 1 - Agreement to Rescind the Tax Credit Reservation	
5	FORM 2 - Good Standing Certification	
6	FORM 3 - Certification to Expend Exchange Program Funds	
7	FORM 4 - Environmental Certification	
8	Applicable Utility Cost Estimate - (most current estimate)	