

**South Carolina State Housing Finance and Development Authority**

**TCAP Application Checklist**

**This Application Checklist must be submitted with the TCAP Application.**

**Development Name:** \_\_\_\_\_ **Date:** \_\_\_\_\_

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

| <b>TAB</b> | <b>Document</b>   | <b>Check Off</b>                         | <b>Possible Points</b> | <b>Estimated Points</b> |
|------------|---|--|------------------------|-------------------------|
| 1          | Application- all signatures must be originals                                     |  |                        |                         |
| 2          | Application Checklist   |  |                        |                         |
| 3*         | Syndication Agreement   | Executed Agreement signed by all parties |                        |                         |
|            |   | Equity Pricing _____ ¢                   | 10                     |                         |
| 4          | FORM 1- Certification of Project Completion                                       |  | 15                     |                         |
| 5          | Executed Construction Loan Agreement signed by all parties                        |  | 10                     |                         |
| 6          | Executed Permanent Financing Agreement signed by all parties                      |  | 10                     |                         |
| 7          | Copies of Issued Building Permits   |  | 10                     |                         |
| 8          | Verification of NEPA Environmental Clearance                                      |  | 5                      |                         |
| 9          | Recorded Deed for Development Site or Executed Recorded Long Term Lease Agreement |  | 10                     |                         |
| 10         | FORM 2- Certification of Previous Federal Funds Experience                        |  | 5                      |                         |
| 11         | FORM 3- Certification of Ten Percent Expenditure Test                             |  | 15                     |                         |
|            |   |  | 90                     |                         |

\*Item 3 above, Executed Agreement for Syndication is a threshold requirement. If the agreement is not provided at the time of the TCAP application submission the TCAP application will be disqualified for funding consideration.

NOTE: The total possible points that can be achieved in the TCAP competitive application process is 90 points. In order to be awarded TCAP funds, a 2008 tax credit funded development must have a minimum point score of 60 points. Developments not receiving the minimum 60 points will be disqualified for funding consideration. A 2009 tax credit funded development must have a minimum point score of 45 points in order to be awarded TCAP funds. Developments not receiving the minimum 45 points will be disqualified for funding consideration.