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[www.thda.org](http://www.thda.org)

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**TENNESSEE HOUSING DEVELOPMENT AGENCY**  
**2011 MULTIFAMILY TAX-EXEMPT**  
**BOND AUTHORITY APPLICATION**

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**This package includes:**  
**Application Requirements Checklist**  
**Application and Attachments**  
**Self-Check and Scoring Summary Sheet**  
**HUD Median Incomes for Tennessee Counties**  
**Municipal Issuers Registry**



## Tennessee Housing Development Agency Multifamily Tax-Exempt Bond Authority Application Requirements Checklist

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An Application must meet all of the requirements specified in the Program Description, must meet all federal tax requirements, and must provide complete information and all documents required in the Application. Original documents are required, as are original signatures where signatures are required. **No copies or faxes will be accepted.**

- 1. **A complete Application** with all required original supporting documents and information and **one complete copy**;
- 2. **An Inducement Resolution** from the issuer of the bonds signifying the issuer's commitment to issue the bonds in the amount specified in the Application;
- 3. **A current independent market study**, acceptable to THDA, including, but not limited to, all requirements indicated in Part I-K of the 2011 Multifamily Tax-Exempt Bond Authority Program Description;
- 4. **A current appraisal** of the proposed development performed in accordance with industry standards, by an appraiser licensed in Tennessee, and meeting the requirements of Part I-L of the 2011 Multifamily Tax-Exempt Bond Authority Program Description. If the Application is proposing acquisition of an existing structure, an "as is" appraisal must also be included;
- 5. **A physical needs assessment** for applications proposing rehabilitation, including a complete and detailed work plan showing all necessary and contemplated improvements and the projected cost.
- 6. **An opinion of bond counsel, an independent third party attorney,** addressed to the Tennessee Housing Development Agency, stating that all of the requirements of the 2011 Multifamily Tax-Exempt Bond Authority Program Description and the Application have been met, and that all federal tax requirements for the bonds will be met;
- 7. A fully completed **Attachment 1: PERSONS INVOLVED IN OWNERSHIP ENTITIES OF BORROWER AND SELLER;**
- 8. A commitment for the purchase of the bonds in the form of **Attachment 2: FORM OF BOND PURCHASE AGREEMENT LETTER;**
- 9. A fully completed **Attachment 3: DEVELOPMENT PARTICIPANTS;**
- 10. A copy of the **notice of public hearing** of the bond issue as required by the Tax Equity and Fiscal Responsibility Act of 1982 (TEFRA); the hearing must have been held prior to submitting a 2011 application; and
- 11. **A certified check**, payable to the Tennessee Housing Development Agency, for the Application Fee or Resubmission Fee. (A Commitment Fee and Incentive Fee will also be required and collected at the time a Commitment Letter is issued).
- Submit this "Application Requirements Checklist" and the "Self-Check and Scoring Summary Sheet" with your Application**

**TENNESSEE HOUSING DEVELOPMENT AGENCY  
APPLICATION FOR 2011 MULTIFAMILY TAX-EXEMPT BOND AUTHORITY**

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**Issuer**

Board Name: \_\_\_\_\_

Board Chairman: \_\_\_\_\_

Address: \_\_\_\_\_  
\_\_\_\_\_

Issuer's Counsel: \_\_\_\_\_

Telephone: \_\_\_\_\_ Fax: \_\_\_\_\_

E-mail: \_\_\_\_\_

**Borrower/User**

Company Name: \_\_\_\_\_

Contact Person: \_\_\_\_\_

Address: \_\_\_\_\_  
\_\_\_\_\_

Telephone: \_\_\_\_\_ Fax: \_\_\_\_\_

E-mail: \_\_\_\_\_

**Bond Counsel**

Firm Name: \_\_\_\_\_

Contact Person: \_\_\_\_\_

Address: \_\_\_\_\_  
\_\_\_\_\_

Telephone: \_\_\_\_\_ Fax: \_\_\_\_\_

E-mail: \_\_\_\_\_

**Anticipated Tax-Exempt Bond Closing:** \_\_\_\_\_

**Alternate Contact Person for Ownership Entity is: (One Only)**

Name: \_\_\_\_\_

Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Telephone: \_\_\_\_\_ Fax: \_\_\_\_\_

E-mail: \_\_\_\_\_

**2011 Multifamily Tax-Exempt Bond Authority Requested From THDA**

\$ \_\_\_\_\_

**Type Of Bond** (Check one)

Small Issue IDB     Exempt Facility     Other (specify: \_\_\_\_\_)

**Is This a Refunding Bond?**                       YES     NO

**Total Units:** \_\_\_\_\_    **Total Low-Income Units:** \_\_\_\_\_

**Total Square Feet Of Heated Residential Floor Space Reserved For Low-Income Tenants:**

\_\_\_\_\_

**Project Name:** \_\_\_\_\_

**Project Address:** \_\_\_\_\_

**Street Address:** \_\_\_\_\_

**City:** \_\_\_\_\_ **County:** \_\_\_\_\_ **Zip Code:** \_\_\_\_\_

**Describe The Physical Characteristics Of The Project:**

**Number of units:** \_\_\_\_\_

**Commercial space:** \_\_\_\_\_

**Common area:** \_\_\_\_\_

**Bedroom mix:** \_\_\_\_\_

**Number of buildings:** \_\_\_\_\_

**Site acreage, etc.:** \_\_\_\_\_

**Heated Residential Square Footage:** \_\_\_\_\_

Please provide details if tenants will be displaced: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

**Describe The Product Or Service To Be Provided:**

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**Describe The Customers Or Clientele:**

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**Will Any Units Be Intended For Occupancy By *Elderly Or Disabled* Persons? If So, Indicate What Percentage Of Total Units, And Describe Any Special Features To Accommodate These Persons:**

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**Provide The Percentage Of Low-Income Units Set Aside For Multi-Family Housing And The Occupancy Requirement Election:**

Is property being purchased through foreclosure?       YES       NO

If yes, provide the name of the financial institution and date of foreclosure:

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Is there **any** direct, indirect or other identity of interest between buyer and seller?

YES       NO

If the project involves acquisition of land or buildings, is there **more than** a fifty percent (50.00%) identity of interest between the buyer and seller?

YES       NO

**This Application Must Include A Fully Completed Attachment 1.**

**Are You An Applicant, Developer, Owner, Or Related Party In Any Other Applications That Have Been Submitted To THDA For Multifamily Tax-Exempt Bond Authority in 2011?**

YES       NO

If yes, explain: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**Bond Uses** (Check all that apply)

- New Construction       Land Purchase       Rehabilitation  
 Equipment       Site Development

**How Will The Bonds Be Placed?**

- Publicly       Privately       Underwriter       Purchase

Company Name: \_\_\_\_\_

Address: \_\_\_\_\_

Contact Person: \_\_\_\_\_

Telephone: \_\_\_\_\_ Fax: \_\_\_\_\_

E-mail: \_\_\_\_\_

**Development Team Information:**

List **any** direct, indirect, or other identity of interest a member of the development team (see **ATTACHMENT 3**) may have with another member of the development team. Any ownership or employment with more than one of these companies must be noted. List "none" if there are no identities of interest:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**Date of Inducement Resolution:** \_\_\_\_\_

**Date of TEFRA Public Hearing:** \_\_\_\_\_

**Previous Application For Tax-Exempt Bond Authority For This Project:**

Allocation Number: \_\_\_\_\_  
Date of Submittal: \_\_\_\_\_  
Borrower/User: \_\_\_\_\_  
Closing Date: \_\_\_\_\_

**Summary Project Financing:**

**Tax-Exempt** Bond Financing \$ \_\_\_\_\_  
**Taxable** Bond Financing \$ \_\_\_\_\_  
**Low Income Housing  
Tax Credit Equity** \$ \_\_\_\_\_  
Other Loans (explain) \$ \_\_\_\_\_  
Other Grants (explain) \$ \_\_\_\_\_  
Borrower's Equity \$ \_\_\_\_\_  
Total Project Financing \$ \_\_\_\_\_

**Subsidies:**

**List any existing or proposed subsidies for this development:**

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**DEVELOPMENT COSTS**

**2011 THDA MULTIFAMILY TAX-EXEMPT BOND AUTHORITY PROGRAM**

A. LIST DEVELOPMENT COSTS (IF DEVELOPMENT CONTAINS NON-RESIDENTIAL, PLEASE INDICATE.)

All costs to be listed in the first column. All items under "other" must be satisfactorily explained to be considered.

	<u>A</u>	<u>B</u>	<u>C</u>
	<u>TOTAL COSTS</u>	<u>ACQUISITION</u>	<u>REHAB/ NEW CONST.</u>
<b>1. <u>To Purchase Land and Buildings</u></b>			
Land	_____	_____	_____
Existing Structures	_____	_____	_____
Demolition	_____	_____	_____
<b>Subtotal</b>	_____	_____	_____
<b>2. <u>Site Work</u></b>			
Site Work	_____	_____	_____
<b>Subtotal</b>	_____	_____	_____
<b>3. <u>Rehabilitation and New Construction</u></b>			
New Building Hard Costs	_____	_____	_____
Rehabilitation Hard Costs	_____	_____	_____
Accessory Building	_____	_____	_____
General Requirements	_____	_____	_____
Building Permits	_____	_____	_____
Payment and Performance Bonds	_____	_____	_____
Tap Fees	_____	_____	_____
Contractor Overhead	_____	_____	_____
Contractor Profit	_____	_____	_____
Impact Fees	_____	_____	_____
<b>Subtotal</b>	_____	_____	_____
<b>4. <u>Contingency</u></b>			
Construction Contingency	_____	_____	_____
<b>Subtotal</b>	_____	_____	_____
<b>5. <u>Professional Fees</u></b>			
Architect Fee-Design	_____	_____	_____
Architect Fee-Supervision	_____	_____	_____
Real Estate Attorney	_____	_____	_____
Survey	_____	_____	_____
Soil Borings	_____	_____	_____
Engineering Fees	_____	_____	_____
Cost Certification Fees	_____	_____	_____
<b>Subtotal</b>	_____	_____	_____



	<u>A</u>	<u>B</u>	<u>C</u>
	<u>TOTAL COSTS</u>	<u>ACQUISITION</u>	<u>REHAB/ NEW CONST.</u>
<b>6. Interim Costs</b>			
Construction Interest	_____	_____	_____
Construction Loan Origin Fee	_____	_____	_____
Construction Loan Credit Enhance.	_____	_____	_____
Property Taxes During Construction	_____	_____	_____
<b>Subtotal</b>	_____	_____	_____
<b>7. Financing Fees and Expenses</b>			
Credit Report	_____	_____	_____
Permanent Loan Origin Fee	_____	_____	_____
Perm Loan Credit Enhancement	_____	_____	_____
Cost of Issuance / Underwriter	_____	_____	_____
Title and Recording	_____	_____	_____
Counsel's Fee	_____	_____	_____
<b>Subtotal</b>	_____	_____	_____
<b>8. Soft Costs</b>			
Property Appraisal	_____	_____	_____
Market Study	_____	_____	_____
Environmental Study	_____	_____	_____
Tax Credit & Multifamily Bond Fees	_____	_____	_____
Monitoring Fees	_____	_____	_____
Rent-Up	_____	_____	_____
<b>Subtotal</b>	_____	_____	_____
<b>9. Syndication Costs</b>			
Organizational (Partnership)	_____	_____	_____
Bridge Loan Fees & Expenses	_____	_____	_____
Tax Opinion	_____	_____	_____
<b>Subtotal</b>	_____	_____	_____
<b>10. Developer's Costs</b>			
Developer's Overhead	_____	_____	_____
Developer's Fee	_____	_____	_____
Consultants	_____	_____	_____
<b>Subtotal</b>	_____	_____	_____
<b>11. Project Reserves</b>			
Rent-up Reserve	_____	_____	_____
Operating Reserve	_____	_____	_____
<b>Subtotal</b>	_____	_____	_____
<b>12. Total</b>	_____	_____	_____

**Borrower Issuer Certification**

The information contained in this Application for Multifamily Tax-Exempt Bond Authority and related attachments is, to the best of our knowledge, true and accurate.

I acknowledge that Tennessee Code Annotated, Section 13-23-133, makes it a Class E felony for any person to knowingly make, utter or publish a false statement of substance for the purpose of influencing THDA to allow participation in any of its programs, including the Multifamily Tax-Exempt Bond Authority Program. I further acknowledge that the statements contained in this Application, all relevant Attachments and this Statement are statements of substance made for the purpose of influencing THDA to allocate Multifamily Tax-Exempt Bond Authority to the Application of which this Statement is a part.

**Borrower:**

**Issuer:**

BY: \_\_\_\_\_

BY: \_\_\_\_\_

Authorized Signature

Authorized Signature

\_\_\_\_\_

\_\_\_\_\_

Name (please print or type)

Name (please print or type)

\_\_\_\_\_

\_\_\_\_\_

Title

Title

\_\_\_\_\_

\_\_\_\_\_

Date

Date

**NOTE:** *THDA maintains the right to request additional information that may be required to properly evaluate this application.*

# Tennessee Housing Development Agency

## Multifamily Tax-Exempt Bond Authority Program

### Self-Check and Scoring Summary Sheet

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**Each applicant should carefully review the Program Description and the Application to ensure that all requirements have been met. For your assistance, check the following:**

- 1. Have all the Application requirements been satisfied? (Review the Application Requirements Checklist.)
  - 2. Is the total cost per unit within the THDA limits in the Program Description Part I-F? (From "Development Cost Worksheet" in Application, divide the "Total Development Costs," from Column A of Line 12, by the total number of units in the development.)
  - 3. If the development includes both acquisition and rehabilitation, do rehabilitation hard costs exceed twenty-five percent (25%) of the acquisition cost of the building(s)? (From "Development Cost Worksheet" in Application, divide the amount for "Rehabilitation Hard Costs" in Item 3 Column A by the amount for "Existing Structures" in Item 1 Column A.)
  - 4. Are developer's fees not more than fifteen percent (15%) of total development costs? (See Program Description Part I-I for detailed requirements on developer's fees.)
  - 5. Original application and attachments, and one copy of complete application and attachments.
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**Score your own Application, using the following as a guide:**

**A. Meeting Housing Needs: (Maximum 50 points)**

1. Market Study: **Maximum 45 points**

- a. Developments located within **2 miles** driving distance (for **urban** counties as specified in **Exhibit 3**) or **4 miles** driving distance (for **rural** counties as specified in **Exhibit 3**) of the following neighborhood amenities will receive 2 points for each amenity type. The distance will be as determined in the market Study: **Maximum 20 points**
  - Full service grocery (if the full service grocery contains a full service bank, 1 point may be claimed for each)
  - Full service restaurant and/or retail center
  - Public transportation access (e.g. bus stop or passenger train station)
  - Full service bank or credit union (ATMs do not qualify)
  - Public or private non-profit educational institution
  - Doctor's office (general practitioners, not specialized practices), Dentist's office, or Emergency Clinic or Hospital (facilities must not be exclusive)
  - Public recreation or community center (e.g. senior center)
  - Library
  - Public park
  - Police or Sheriff Station
  - Fire Station
  - Convenience store/gas station
- b. Developments proposed in market areas where the overall affordable housing occupancy rate is greater than 93%. The overall affordable housing occupancy rate will be as determined in the Market Study. Rates are rounded to the nearest whole number: **Maximum 14 points**

<u>Occupancy Rate</u>	<u>Points</u>
94%	2 points
95%	4 points
96%	6 points
97%	8 points
98%	10 points
99%	12 points
100%	14 points

- c. Developments able to achieve a minimum of 93% occupancy no later than 12 months from the required placed in service date. Occupancy rate and time will be as determined in the Market Study: **11 points**
  - d. The determinations of the market analyst as reflected in the market study are determinative as to eligibility and points.
2. Developments located wholly and completely in a Qualified Census Tract or a Difficult to Develop Area as designated by HUD (**Exhibit 2**): **5 points**

**B. Development Characteristics: (Maximum 35 points)**

1. Developments not involving rehabilitation designed and built to promote energy conservation by meeting the standards of the Council of American Building Officials Model Energy Code. Certification from the design architect will be required following the issuance of the Commitment Letter. Confirmation from the supervising architect will be required prior to any partial refund of the Commitment Fee pursuant to Part X-D: (10 points)
2. Developments not involving rehabilitation designed and built using brick, stone, cement fiber siding, or vinyl to meet a 15-year maintenance-free exterior standard. Certification from the design architect will be required following the issuance of the Commitment Letter. Confirmation from the supervising architect will be required prior to any partial refund of the Commitment Fee pursuant to Part X-D: (10 points)
3. Developments not involving rehabilitation designed and built with a minimum of 65% of the exterior wall surfaces below the plate line covered with brick, stone, or cement fiber siding. Certification from the design architect will be required following the issuance of the Commitment Letter. Confirmation from the supervising architect will be required prior to any partial refund of the Commitment Fee pursuant to Part X-D: (15 points)
4. Rehabilitation only: **Maximum 35 points**  
Developments involving rehabilitation, as identified in the physical needs assessment, must be rehabilitated so that, upon completion of all rehabilitation, the major building systems will not require further substantial rehabilitation for a period of at least fifteen (15) years from the required placed in service date. Certification from the design architect will be required following the issuance of the Commitment Letter. Confirmation from the supervising architect will be required prior to any partial refund of the Commitment Fee pursuant to Part X-D: (35 points)

For purposes of this Program Description, major building components are:

- roof structures;
- wall structures;
- floor structures;
- foundations;
- plumbing systems;
- central heating and air conditioning systems;
- electrical systems;
- doors and windows;
- parking lots;
- elevators; and
- fire/safety systems

***For developments containing a combination of new construction and rehabilitation, pro-rate points based on the percentage of units in each category.***

**C. Serving Special Populations: (Maximum 50 points)**

1. One hundred percent (100%) of the units designed, built and occupied by the elderly. The definition of elderly is as follows:
  - a. for proposed developments utilizing other state or federal financing (e.g. HUD, USDA), the definition of elderly shall be consistent with the requirements of the other state or federal financing; or
  - b. for all other proposed developments, the definition of elderly shall be a household whose head or head's spouse or sole member is a person who is at least 62 years of age.

Certification from the design architect will be required following the issuance of the Commitment Letter. Confirmation from the supervising architect will be required prior to any partial refund of the Commitment Fee pursuant to Part X-D: (20 points)

**OR**

- 2. The greater of one unit or at least five percent (5%) of the total number of units in the development (which number shall be rounded up) must fully meet accessibility requirements for persons with disabilities. Certification from the design architect will be required following the issuance of the Commitment Letter. Confirmation from the supervising architect will be required prior to any partial refund of the Commitment Fee pursuant to Part X-D: (20 points)

**OR**

- 3. Developments with units designed and built for large families, (i.e., three or more bedrooms). Certification from the design architect will be required following the issuance of the Commitment Letter. Confirmation from the supervising architect will be required prior to any partial refund of the Commitment Fee pursuant to Part X-D.

<u>Percent of Units</u>	<u>Points</u>
8%-10%	12 points
above 10%	20 points

**OR**

- 4. Developments with at least fifty percent (50%) of the units designed and built for single room occupancy. Certification from the design architect will be required following the issuance of the Commitment Letter. Confirmation from the supervising architect will be required prior to any partial refund of the Commitment Fee pursuant to Part X-D: (20 points)

**AND**

- 5. Election to set aside a minimum of ten percent (10%) of the units for households with incomes no higher than fifty percent (50%) of the area median income: (30 points) **NOTE:** Election of points under this Part VII-C-5 shall constitute an election of points under Part VII-B-5-a of the 2011 Low-Income Housing Tax Credit Qualified Allocation Plan with regard to an application for noncompetitive Low-Income Housing Tax Credit.

**D. Increasing Housing Stock: (Maximum 25 points)**

Developments which are conversions of buildings not being used for housing which make them usable as housing. (25 points)

**E. Affirmatively Furthering Fair Housing: (Maximum 2 points)**

The development must have and be operated in accordance with marketing plans, lease-up plans, and operating policies and procedures which are fully compliant with the THDA Affirmative Marketing Policy and Procedures. (2 points)

**F. Energy Efficiency: (Maximum 5 points)**

Developments utilizing ENERGY STAR or ENERGY STAR compliant appliances in **all units** will be awarded **1 point per type of appliance, up to a maximum of 5 points**. Certification from the design architect in the form of **Attachment 4** will be required following the issuance of the Commitment Letter. Confirmation from the supervising architect will be required prior to any partial refund of the Commitment Fee pursuant to part X-D:

- Dishwashers       Exterior doors       HVAC Units
- Refrigerators       Windows

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\_\_\_\_\_ **Total Points (Total must be at least 78 to be eligible for bond authority.)**

## **2011 HUD INCOME LIMITS**

**WHEN AVAILABLE, THE 2011 INCOME LIMITS WILL BE POSTED ON THE  
INTERNET AT THE ADDRESS BELOW:**

[HTTP://WWW.HUDUSER.ORG/DATASETS/IL.HTML](http://www.huduser.org/datasets/il.html)

# MUNICIPAL ISSUERS REGISTRY

## COUNTY AGENCIES

Anderson County  
Rex Lynch, County Executive  
(865) 457-5400 Ext. 200

Bedford County  
Jimmy Woodson, County Executive  
(931) 684-7944

Blount County  
David R. Bennett, Financial Director  
(865) 982-1302

Cocke County  
Charles L. Moore, City Executive  
(423) 623-8791

Dickson County  
Janet A Harris, County Executive  
(615) 789-4171

Fayette County  
William David Smith, County Executive  
(901) 465-5202

Franklin County  
F. Montgomery Adams, Jr., County Executive  
(931) 967-2905

Giles County  
Earl Wakefield, County Executive  
(931) 363-1509

Henderson County  
Dennis Ray McDaniel, County Executive  
(731) 968-0122

Greene County  
John Waddle, Budget Director  
Freddie Shaw, County Clerk  
(615) 638-8118

Hamilton County  
Louis Wright, Finance Administrator  
(423) 209-6330

Knox County  
John Werner, Director  
(865) 215-2350

Lincoln County  
Jerry Mansfield, County Executive  
(931) 433-3045

Madison County  
Alex Leech, County Mayor  
Freddie Pruitt, County Clerk  
(731) 423-6020

Marion County  
Howell Moss, County Executive  
(423) 942-2552

Marshall County  
Terry Wallace, County Executive  
(931) 359-2300

Maury County  
Kerry D. Massey, Dir. of Accounts & Budgets  
(931) 381-3690 ext 454

McMinn County Industrial Development Board  
Judy Ginn, Records Custodian / Secretary  
(423) 745-0070

Montgomery County  
Rachel Reddick, Dir. of Accounts & Budget  
(931) 648-5705

Putnam County  
Doug McBroom, County Executive  
(931) 526-2161

Roane County  
Alva Moore, Budget Director  
(865) 376-5578

Robertson County  
Larry Morris, Finance Director  
(615) 384-0202

Rutherford County  
Lisa Nolen, Finance Director  
(615) 898-7795

Sevier County  
Lynn McClurg, Finance Director  
(865) 453-2767

Shelby County  
Brian L. Khun, County Attorney  
(901) 545-4230

Sullivan County  
Gill Hodges, County Executive  
(423) 323-6417

Sumner County  
Dennis Petty, Finance Director  
(615) 451-6051

Tipton County  
Jeffrey Huffman, County Executive  
(901) 476-0200

Washington County  
George Jaynes, County Executive  
Bobbi Webb, Dir. of Accounts & Budget  
(615) 753-1666



Wayne County  
Gilda Collie, County Executive  
(931) 722-3653

Williamson County  
Rogers Anderson, County Mayor  
(615) 790-5700

Wilson County  
Robert Dedman, County Executive  
(615) 444-1383

## CITY AGENCIES

City of Bartlett  
John M. Troyer, Director of Finance  
(901) 385-6428

City of Brentwood  
Carson K. Swinford, Director of Finance  
(615) 371-2254

City of Chattanooga  
Daisy Madison, Deputy Finance Officer / Treasurer  
(423) 757-5191

City of Clarksville  
Wilbur M. Berry, Commissioner of Finance  
(931) 645-7437

City of Cleveland  
Cindy Geren, City Accountant  
(423) 472-4551

City of Columbia  
Bidly Modrall, City Recorder  
(931) 388-5432

City of Dyersburg  
Robert Reed, Treasurer  
(731) 286-7609

City of Franklin  
Jay Johnson, City Administrator  
(615) 791-3217

City of Gatlinburg  
David Beeler, Finance Director  
(615) 436-1403

City of Germantown  
Patrick Lawton, Finance Director  
(901) 757-7200

City of Jackson  
Russ Truell, City Recorder  
(731) 425-8217

City of Johnson City  
Derek Smith, Staff Accountant  
(423) 434-6031

City of Kingsport  
Keith E. Smith, Finance Director  
(423) 229-9400

City of Knoxville  
Christopher P. Kinney, Finance Director  
(865) 215-2086

City of La Follette  
Wanda Dower, City Treasurer  
(423) 562-4961

City of La Vergne  
Robert Joines, Treasurer  
(615) 793-6295

City of Lenoir City  
Debbie Cook, Treasurer  
(865) 986-2227

City of Memphis  
Joseph Lee, Director, Finance Division  
(901) 576-6657

City of Tullahoma  
Pat Williams, Finance Director  
(931) 455-2648

## LOCAL AUTHORITY/AGENCY

Blount County Health & Education Facilities Board  
Fred Forster, President, Blount Partnership  
(865) 983-2241

Blount County Public Building Authority  
Ron Ogle, Executive Director  
(865) 378-5840

Chattanooga-Hamilton County Hospital Authority  
Dennis A. Pettigrew, President & CEO  
(423) 778-7196

Chattanooga Health Education & Housing Board  
Randy Nelson, Counsel to Board  
(423) 756-2291

Chattanooga Industrial Development Board  
Theodore Milla, Chair Board  
(423) 757-5338

Clarksville Public Building Authority  
Charles Seivers, President-CEO  
(615) 255-1561

Dickson Gas Authority  
Robert Durham, General Manager  
(615) 441-2830

Fayetteville Industrial Development Board  
Jeff McCormick, Director  
(931) 433-0607

Health & Educational Facilities Board of the City of Franklin  
C.D. Berry, Attorney for the Board  
(615) 794-4547

Franklin Special School District  
Chris Henson  
(615) 794-6624

Hamilton County Industrial Development Board  
Robert Lyons, Chair  
(423) 886-3813

Harpeth Valley Utilities District (Nashville)  
John E. Brown, III, General Manager  
John H. Barnes, Assistant Manager  
(615) 352-7076

Johnson City Medical Center Hospital Incorporation  
Marvin Eichorn, SVP/CFO  
(423) 431-1015

Johnson City Health & Education Facilities Board  
Janet Jennings, Finance Director  
(423) 282-1821

Johnson City Industrial Development Board  
Steve Goodson, Chair  
(423) 461-1137

Educational Funding of the South (Knoxville)  
Steve Beasley, VP of Finance  
(865) 691-5626

Knox County First Utility District  
Wayne Watson, Assistant Manager  
(865) 966-9741

Knox County Health Education & Housing Facilities Board  
David Collins  
(865) 215-2534

Knoxville Utilities Board  
L. Roby Trotter, SVP & CFO  
(865) 594-7531

West Knox Utility District  
Charles M Banks, General Manager  
(865) 690-2521

Industrial Development Board of Maury County  
Beverly Douglas, Junior Vice President  
(931) 388-1000

Memphis Health Educational & Housing Facilities Board  
Monice Hagler-Tate, Chair  
(901) 527-6400

Memphis-Shelby County Airport Authority  
Scott Brockman, VP Finance & Admin  
(901) 922-8000

Memphis & Shelby County Industrial Development Board  
Frank C. Ryburn, Chair  
Brian Pecon, Dir Economic Development  
(901) 576-7107

Middle Tennessee Utility District  
Michael Baiey, President  
(615) 597-4300

Montgomery County Public Building Authority  
Charles G. Seviars  
(615) 255-1561

Montgomery County Health Education & Housing Board  
Peggy Tackett, CFO  
(931) 648-5747

Nashville- Metropolitan Airport Authority  
Douglas P. Wolfe, SVP  
(615) 275-1646

Health & Educational Facilities Board of Nashville & Davidson County  
Cynthia Mitchell Barnett  
(615) 259-1454

Nashville-Davidson Metropolitan Health & Education Board  
Pedro E. Garcia  
(615) 259-8419

Nashville-Davidson County Metropolitan Government  
David L. Manning  
(615) 862-6151

Oak Ridge Industrial Development Board  
Vivian Sargent, Economic Development Planner  
(865) 452-3544

Sevier County Public Building Authority  
Ronald Sharp, Attorney  
(865) 453-2877

Health Educational & Housing Facility Board of the County of Shelby  
Stephen L. Anderson, Attorney  
(901) 685-9222

Signal Mountain Health, Education, & Housing  
Hershel Dick, Interim Town Manager  
(423) 886-2177

Sports Authority of the Metropolitan Government of Nashville & Davidson County  
Cliff Hawks, Executive Director  
(615) 880-1021

Springfield Health & Education Facilities Board  
W.H. Jones, Chair  
Paul Nutting, Business Admin  
(615) 382-2200

Stewart County Industrial Board  
Bryan Watson  
(931) 232-5326

State of Tennessee Comptroller of the Treasury  
Mary-Margaret Collier, Director of Bond Finance, Assistant Secretary  
(615) 401-7872

Tennessee Energy Acquisition Corporation  
Mark McCutchen, Pres & General Manager  
(931) 920-3499

Tennessee Municipal Energy Acquisition Corporation  
Stan McMinn, Executive Vice President  
(615) 373-5738

Tennessee Local Development Authority  
John G. Morgan, Assistant Secretary  
(615) 741-4272

Tennessee State School Board Authority  
Mary Margaret Collier, Director, Division of Bond Finance  
(615) 741-4272

Tusculuna Health Education & Housing Facilities Board  
Barbara Morgan, VP for Business & Finance  
(800) 739-0256

White House Utility District  
Bill Thompson, General Manager  
(615) 672-4110  
Wilson County Sports Authority  
John Givin, Attorney  
(615) 758-3424

# 2011 MULTIFAMILY TAX-EXEMPT BOND AUTHORITY PROGRAM

## ATTACHMENT 1

### PERSONS INVOLVED IN OWNERSHIP ENTITIES OF BORROWER AND SELLER (THDA reserves the right to request additional documentation if deemed necessary)

A. Complete this part in reference to the **BORROWER**:

Borrower's Name: \_\_\_\_\_

1. If Ownership Entity is a partnership, provide the following information about the General Partner(s):

Name: \_\_\_\_\_

Address: \_\_\_\_\_

Telephone: (\_\_\_\_\_) \_\_\_\_\_ Ownership \_\_\_\_\_%

Name: \_\_\_\_\_

Address: \_\_\_\_\_

Telephone: (\_\_\_\_\_) \_\_\_\_\_ Ownership \_\_\_\_\_%

Name: \_\_\_\_\_

Address: \_\_\_\_\_

Telephone: (\_\_\_\_\_) \_\_\_\_\_ Ownership \_\_\_\_\_%

2. If Ownership Entity or General Partner of Ownership Entity is a corporation, provide the following information about the stockholders of the corporation:

Name: \_\_\_\_\_

Address: \_\_\_\_\_

Telephone: (\_\_\_\_\_) \_\_\_\_\_ Ownership \_\_\_\_\_%

Name: \_\_\_\_\_

Address: \_\_\_\_\_

Telephone: (\_\_\_\_\_) \_\_\_\_\_ Ownership \_\_\_\_\_%

Name: \_\_\_\_\_

Address: \_\_\_\_\_

Telephone: (\_\_\_\_\_) \_\_\_\_\_ Ownership \_\_\_\_\_%

3. If Ownership Entity is a Non Profit, provide the names of all Board members and the names and telephone numbers of all full time staff (attach an additional page if necessary):

Board Members:  
\_\_\_\_\_

Staff:  
\_\_\_\_\_

Telephone Number for Non Profit:

(\_\_\_\_\_) \_\_\_\_\_

B. Complete this part in reference to the **SELLER**:

Seller's Name: \_\_\_\_\_

1. If Ownership Entity is a partnership, provide the following information about the General Partner(s):

Name: \_\_\_\_\_

Address: \_\_\_\_\_

Telephone: (\_\_\_\_\_) \_\_\_\_\_ Ownership \_\_\_\_\_%

Name: \_\_\_\_\_

Address: \_\_\_\_\_

Telephone: (\_\_\_\_\_) \_\_\_\_\_ Ownership \_\_\_\_\_%

Name: \_\_\_\_\_

Address: \_\_\_\_\_

Telephone: (\_\_\_\_\_) \_\_\_\_\_ Ownership \_\_\_\_\_%

2. If Ownership Entity or General Partner of Ownership Entity is a corporation, provide the following information about the stockholders of the corporation:

Name: \_\_\_\_\_

Address: \_\_\_\_\_

Telephone: (\_\_\_\_\_) \_\_\_\_\_ Ownership \_\_\_\_\_%

Name: \_\_\_\_\_

Address: \_\_\_\_\_

Telephone: (\_\_\_\_\_) \_\_\_\_\_ Ownership \_\_\_\_\_%

Name: \_\_\_\_\_

Address: \_\_\_\_\_

Telephone: (\_\_\_\_\_) \_\_\_\_\_ Ownership \_\_\_\_\_%

3. If Ownership Entity is a Non Profit, provide the names of all Board members and the names and telephone numbers of all full time staff (attach an additional page if necessary):

Board Members:	Staff:
_____	_____
_____	_____
_____	_____

Telephone Number for Non Profit: (\_\_\_\_\_) \_\_\_\_\_



**2011 MULTIFAMILY TAX-EXEMPT BOND AUTHORITY PROGRAM**

**ATTACHMENT 2**

**FORM OF BOND PURCHASE AGREEMENT LETTER**

To be submitted on Bond Purchaser's Letterhead

**(date)**

Tennessee Housing Development Agency  
404 James Robertson Parkway Suite 1114  
Nashville, TN 37243-0900

ATTN: Tax Exempt Multifamily Bond Authority

RE: \_\_\_\_\_ ("Issuer")  
\$ \_\_\_\_\_ Tax Exempt Multifamily Housing Revenue Bonds  
Name and Address \_\_\_\_\_  
of Development \_\_\_\_\_

We are providing this letter in conjunction with an application made by the Issuer and the developer of the referenced development for an allocation of 2011 volume cap to allow the issuance of the referenced bonds.

We are pleased to confirm our commitment to purchase \$ \_\_\_\_\_ par amount of tax-exempt revenue bonds ("Bonds"). The interest rate will be set at the time of sale and final maturities will be determined based on the type of credit enhancement secured.

Pricing is expected to occur on \_\_\_\_\_, 2011, with execution of a purchase agreement on or before \_\_\_\_\_, 2011. Delivery of the Bonds is expected to occur on or before \_\_\_\_\_, 2011. The conditions of our commitment to purchase the Bonds are limited to and based on (1) receipt of an Inducement Resolution from the Issuer; (2) receipt of a volume cap allocation from THDA in the amount of \$ \_\_\_\_\_; (3) approval of all bond documentation; (4) acceptable legal opinions from \_\_\_\_\_ as bond counsel and from \_\_\_\_\_ as underwriter's counsel; and (5) issuance and delivery of the Bonds on or before \_\_\_\_\_, 2011.

\_\_\_\_\_  
Name: \_\_\_\_\_  
Title: \_\_\_\_\_

# 2011 MULTIFAMILY TAX-EXEMPT BOND AUTHORITY PROGRAM

## ATTACHMENT 3

### DEVELOPMENT PARTICIPANTS

#### A. Developer

Name: \_\_\_\_\_  
Address: \_\_\_\_\_  
City: \_\_\_\_\_ State: \_\_\_\_\_ Zip Code: \_\_\_\_\_  
Telephone: ( \_\_\_\_\_ ) \_\_\_\_\_ Fax: ( \_\_\_\_\_ ) \_\_\_\_\_

#### B. General Partner

Name: \_\_\_\_\_  
Address: \_\_\_\_\_  
City: \_\_\_\_\_ State: \_\_\_\_\_ Zip Code: \_\_\_\_\_  
Telephone: ( \_\_\_\_\_ ) \_\_\_\_\_ Fax: ( \_\_\_\_\_ ) \_\_\_\_\_

#### C. Contractor

Name: \_\_\_\_\_  
Address: \_\_\_\_\_  
City: \_\_\_\_\_ State: \_\_\_\_\_ Zip Code: \_\_\_\_\_  
Telephone: ( \_\_\_\_\_ ) \_\_\_\_\_ Fax: ( \_\_\_\_\_ ) \_\_\_\_\_

#### D. Management Company

Name: \_\_\_\_\_  
Address: \_\_\_\_\_  
City: \_\_\_\_\_ State: \_\_\_\_\_ Zip Code: \_\_\_\_\_  
Telephone: ( \_\_\_\_\_ ) \_\_\_\_\_ Fax: ( \_\_\_\_\_ ) \_\_\_\_\_

#### E. Consultant

Name: \_\_\_\_\_  
Address: \_\_\_\_\_  
City: \_\_\_\_\_ State: \_\_\_\_\_ Zip Code: \_\_\_\_\_  
Telephone: ( \_\_\_\_\_ ) \_\_\_\_\_ Fax: ( \_\_\_\_\_ ) \_\_\_\_\_

#### F. Tax Accountant (Person who will provide certifications required by THDA)

Name: \_\_\_\_\_  
Address: \_\_\_\_\_  
City: \_\_\_\_\_ State: \_\_\_\_\_ Zip Code: \_\_\_\_\_  
Telephone: ( \_\_\_\_\_ ) \_\_\_\_\_ Fax: ( \_\_\_\_\_ ) \_\_\_\_\_

#### G. Architect (Person who will provide certifications required by THDA)

Name: \_\_\_\_\_  
Address: \_\_\_\_\_  
City: \_\_\_\_\_ State: \_\_\_\_\_ Zip Code: \_\_\_\_\_  
Telephone: ( \_\_\_\_\_ ) \_\_\_\_\_ Fax: ( \_\_\_\_\_ ) \_\_\_\_\_

**2011 ATTACHMENT 4: FORM OF ARCHITECT'S CERTIFICATION AT  
COMMITMENT**

**To be submitted on Architect's Letterhead**

(date)

Attn: Tax Credit Administrator  
Tennessee Housing Development Agency  
404 James Robertson Parkway Suite 1200  
Nashville, TN 37243-0900

Development Name: \_\_\_\_\_ (the "Development")

Development Address: \_\_\_\_\_

Ownership Entity: \_\_\_\_\_ (the "Development Owner")

Ladies and Gentlemen:

I am the design architect with respect to the referenced Development. As required in the Tennessee Housing Development Agency Multifamily Tax Exempt Bond Authority Program Description for 2011 (the "PD"), I am providing the following certifications to meet part of the requirements of the Tennessee Housing Development Agency ("THDA") in connection with accepting a Commitment. I understand that THDA requires and will rely solely on this certification, with respect to the matters addressed herein, to determine whether the Development, as described in the Bond Authority Application, is eligible for a reservation of Multifamily Tax Exempt Bond Authority ("Bond Authority").

A. I hereby certify as follows (1, 2 and 3 are required, check 4 and 5 as applicable):

1. One hundred percent (100%) of the "covered units" (as defined in the Fair Housing Act) in the Development have been designed to meet the requirements of the Fair Housing Act.
2. All other areas in the Development that are open to the public have been designed to meet the requirements of the Americans With Disabilities Act.
3. The Development has been designed to meet the following (check at least one):
  - (a) \_\_\_ all applicable local building codes (for developments in localities with building codes).
  - (b) \_\_\_ 2009 International Building Code (for new construction of multi-family apartments of 3 or more units in localities with no building codes).
  - (c) \_\_\_ 2009 International Residential Code for One- and Two-Family Dwellings (for new construction or reconstruction of single-family units or duplexes in localities with no building codes).
  - (d) \_\_\_ 2009 International Existing Building Code and 2009 International Property Maintenance Code (for rehabilitation of rental units in localities with no building codes).
  - (e) \_\_\_ to the extent not otherwise required, all units have hardwired smoke detectors, with battery backup, in the bedroom areas.
4. \_\_\_ The Development involves rehabilitation and, as designed, rehabilitation hard costs for the Development are expected to be \$\_\_\_\_\_.

5. \_\_\_ The Development is designed with vinyl siding on all or a portion of the exterior and, as designed, all vinyl siding on all buildings in the Development will meet a 15-year maintenance free standard.

I further certify as follows for purposes of points previously awarded to the Bond Authority Application involving the Development (check all that apply):

1. \_\_\_ The Development is designed to meet the standards of the Council of American Building Officials Model Energy Code.
2. \_\_\_ The Development is designed to use brick, stone, cement fiber siding, or vinyl that meets a 15-year maintenance-free exterior standard.
3. \_\_\_ The Development is designed with a minimum of 65% of the exterior wall surfaces below the plate line covered with brick, stone, or cement fiber siding.
4. \_\_\_ The Development (for rehabilitation) will be rehabilitated so that, upon completion of all rehabilitation, the major building systems will not require further substantial rehabilitation for a period of at least fifteen (15) years from the required placed in service date. For purposes of this certification, major building systems are:
  - (a) \_\_\_ roof structures
  - (b) \_\_\_ wall structures
  - (c) \_\_\_ floor structures
  - (d) \_\_\_ foundations
  - (e) \_\_\_ plumbing systems
  - (f) \_\_\_ central heating and air conditioning systems
  - (g) \_\_\_ electrical systems
  - (h) \_\_\_ doors and windows
  - (i) \_\_\_ parking lots
  - (j) \_\_\_ elevators
  - (k) \_\_\_ fire/safety systems
5. \_\_\_ All units in the Development are designed to contain the following ENERGY STAR or ENERGY STAR equivalent compliant items (check all that apply):
  - (a) \_\_\_ Dishwashers (in all units)
  - (b) \_\_\_ HVAC units (in all buildings or units, as applicable)
  - (c) \_\_\_ Refrigerators (in all units)
  - (d) \_\_\_ Exterior doors (in all units)
  - (e) \_\_\_ Windows (in all units)
6. \_\_\_ The following units in the Development are designed to be fully equipped for persons with disabilities and meet the requirements of the Americans with Disabilities Act, as applicable, and the requirements of the Fair Housing Act, as applicable (list unit numbers and buildings):

7. \_\_\_ The following units in the Development are designed to contain three or more bedrooms (i.e., for large families) (list unit numbers and buildings):
  
8. \_\_\_ The following units in the Development are designed for single room occupancy (list unit numbers):
  
9. \_\_\_ All units in the Developments are designed for occupancy by the elderly. The definition of elderly is as follows:
  - a. for proposed developments utilizing other state or federal financing (e.g. HUD, USDA), the definition of elderly shall be consistent with the requirements of the other state or federal financing; or
  - b. for all other proposed developments, the definition of elderly shall be a household whose head or head's spouse or sole member is a person who is at least 62 years of age.

I acknowledge that Tennessee Code Annotated, Section 13-23-133, makes it a Class E felony for any person to knowingly make, utter or publish a false statement of substance for the purpose of influencing THDA to allow participation in any of its programs, including the Bond Authority Program. I further acknowledge that by making the certifications herein I am making statements of substance for the purpose of influencing THDA to award Bond Authority to the Development Owner for the Development.

(Name, Signature, license number, and state of licensure of Architect providing certifications)