

Tax Credit Assistance Program (TCAP) Tax Credit Exchange Program (TCE) Application Checklist

STACKING ORDER AND CHECKLIST

This completed checklist **must** accompany the updated standard Housing Credit Application. Please submit the following number of updated applications and supporting documentation: One original and two copies and an electronic copy of the updated application via email to mspangle@uthc.org. Please use tab dividers to separate each checklist item. Applications lacking documentation may be considered non-conforming and returned without consideration.

Please check box if enclosed

1. An Executive Summary attached to the front of the updated Housing Credit Application providing a thorough overview as to the need and which funding is being requested TCAP gap financing or exchange of credits and any other information that the Applicant feels that UHC should consider in the Housing Credit review.
2. Letters of Commitment from all funding sources (specifying the expected closing date).
3. Executed Partnership Agreement with an Equity Provider (if state credits are a source the closing must include the purchase of State Credits), if available.
4. Executed Equity Commitment from an Equity Provider, if available.
5. Notice to Proceed Letter, if available.
6. Executed Construction Loan Agreement, if available.
7. Executed Construction Commitment from a financial lending institution.
8. Stamped front page of architectural drawings, if available.
9. Building permits, if available.
10. Letter of Permitability, if available.
11. A Certification from the Project Owner stating the HUD Environmental Review Process has been initiated. (Certification must be on company letterhead.)
12. Copy of the recorded deed to the property or an executed long-term lease, if available.
13. Executed Guaranteed Maximum Sum contract with General Contractor, if available.
14. Updated Project Development Schedule.
15. Point Scoring System Page.