

## VHFA APPLICANTS

### Checklist of Required Attachments

Please attach copies of all the following documents listed to the left as required for your project type (either Homeownership or Rental Development).

#### *Requirements:*

#### H.O. Rental All Applications:

- |   |   |
|---|---|
| <input type="checkbox"/> Yes <input type="checkbox"/> Yes           | Construction Cost Estimate (by AIA Divisions, including contingency) including date prepared and name of estimator  |
| <input type="checkbox"/> Yes <input type="checkbox"/> Yes           | Independently-prepared Market Study meeting VHFA Standards  |
| <input type="checkbox"/> Yes <input type="checkbox"/> Yes           | Letter from Town Administrator re: zoning and permitted density   |
| <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No | Full Plans and Specifications   |
| <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No | Current Personal and Corporate Financial Statements   |
| <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No | List of Developments Completed within the Last Five Years and In-Process Developments (That demonstrate experience and capacity to complete the proposed project) |
| <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No | Attach a Description of “Why this Loan is Being Requested from VHFA, and How the Project Will Benefit from this Loan”   |
| <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No | Attach a Description of the “Specific Neighborhood and Community Benefits” of the Project   |
| <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No | Construction Cost Estimate (by AIA Divisions, including contingency) including date prepared and name of estimator  |
| <input type="checkbox"/> Yes <input type="checkbox"/> Yes           | Application Fee (\$250)   |

#### Credit Only Applications- also attach the following:

- |   |  |
|---|--|
| <input type="checkbox"/> Yes <input type="checkbox"/> Yes           | Documentation of location relative to designated downtown or village center, if applicable (all Housing Credit applicants) |
| <input checked="" type="checkbox"/> No <input type="checkbox"/> Yes | Documentation of local public hearing / meeting (all Housing Credit applicants)  |

No  Yes Documentation that project is part of a concerted Community Revitalization Plan, if applicable (all Housing Credit applicants)

*Requirements:*

H.O. Rental

No  Yes Documentation that project serves tenants on Section 8 waiting lists, if applicable (all Housing Credit applicants)

**ALL Financing - also attach the following:**

Yes  Yes Phase I Environmental Site Assessment

Yes  Yes Month by Month sources and uses / construction draw schedule (if applying for construction financing)

**Tax Exempt Bond Financing:**

No  Yes TEFRA Notice Information Sheet

**For Nonprofit Applicants:**

Yes  Yes IRS 501(c) Designation

Yes  Yes Most Recent Audited Financial Statement

Yes  Yes Articles of Association

Yes  Yes Bylaws

Yes  Yes Most Recent 990 Filing