

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