

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:

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

Credit Only Applications- also attach the following:

- Yes Yes Documentation of location relative to designated downtown or village center, if applicable (all Housing Credit applicants)
- No 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