

## CREATING A PDF COPY OF THE APPLICATION

### I. What do I need to submit?

- All pages of the signed reservation application
- Self score sheet
- EUR (Efficient Use of Resources Calculations)
- All application Tabs with tab identifiers (use VHDA pre-made tab sheets included below)
- Do not include the following:

Any attachments to 8823's

Additional copies of 8609's – only need 1 per development per year

Any documentation with personal SS #'s – Tenant Info.

Rent Rolls – Tenant Info.

Vacancy Listing – Tenant Info.

Market Studies

Plans, Specifications, Work Write-Ups

Appraisals

Environmental – Phase I Assessments

### II. How do I create the pdf copy?

Print out all of the above and assemble in order; being sure to include the Tab identifier sheets. Scan on office scanner or at your local copy/printing store. Save scanned copy as a pdf file to a disk.

### III. Tips

- For tabs that do not require signatures, you may create a pdf file from your Word or Excel document and save to a disk. Simply click on Adobe PDF at the top of the document screen. Then select Convert to Adobe PDF.
- Your scanned copy disk may contain more than one pdf file as long as the files are all for the same development.
- You will need Acrobat Reader to open and review your pdf files. Acrobat Reader is free to anyone wanting to download it. Simply click on the following link and then follow the site instructions.

<http://www.adobe.com/products/acrobat/readstep2.html>

# **TAB A**

**(Documentation of Development Location)**

# **TAB A.1**

**(Qualified Census Tract Certification)**

# **TAB A.2**

**(Revitalization Area Certification)**

# **Location Map**

**Surveyor's Certification of Proximity  
To Public Transportation**

# **TAB B**

**(Partnership or Operating Agreement)**

# **TAB C**

**(VA SCC Certification)**



# **TAB D**

**(Principal's Previous Participation Certification)**

# **T A B L E**

**(Nonprofit Questionnaire)**

# **TAB F**

**(Architect's Certification)**

# **Relocation Assistance Plan**

# **TAB H**

**(PHA/Section 8 Notification Letter)**

# **TAB I**

**(Local CEO Letter)**

# **TAB J**

**(Homeownership Plan)**

# **TAB K**

**(Site Control Documentation)**



# **T A B L E**

**(Plan of Development Certification Letter)**

# **TAB M**

**(Zoning Certification Letter)**

# **TAB N**

**(Copies of 8609's To Certify Developer Experience)**

# **TAB R**

**(Documentation of Operating Budget)**

# **TAB S**

**(Documentation of Project Budget)**

# **TAB T**

**(Documentation of Financing Sources)**

# **TAB V**

**(Nonprofit or LHA Purchase Option or Right of First Refusal)**

# **TAB W**

**(Original Attorney's Opinion)**



# **TAB Y**

**(Marketing Plan for units meeting accessibility  
requirements of HUD section 504)**

# **VHDA Locality Notification Information Form**