

**Washington State Housing Finance Commission**  
**LIHTC Addendum Checklist**  
**2013**

*Please insert the following attachments behind the appropriate tab.*

**Tab 2: Project Description**

Reference	Attachments
	<input type="checkbox"/> Evergreen Owner Certification (Non-HTF Funded Projects only)

**Tab 3: Need & Population Served**

Reference	Attachments
	<input type="checkbox"/> Affirmative Marketing Plan
	<input type="checkbox"/> Notification of Public Housing Authority

**Tab 6: Development Budgets**

Reference	Attachments
	<input type="checkbox"/> Documentation of QCT status for 130% basis boost

**Tab 7: Project Financing**

Reference	Attachments
	<input type="checkbox"/> PROJECTS ELIGIBLE FOR HISTORIC REHABILITATION TAX CREDITS: <ul style="list-style-type: none"> <li>• Itemized breakdown of the residential Qualified Rehabilitation Expenses, the commercial or other non-residential Qualified Rehabilitation Expenses, the total Qualified Rehabilitation Expenses</li> <li>• Explanation of any differences in the residential Qualified Rehabilitation Expenses and the Total Project Costs</li> <li>• Detailed calculation of the Historic Rehabilitation Tax Credit proceeds for the Residential portion of the Project</li> </ul>
	<input type="checkbox"/> RURAL DEVELOPMENT REHAB PROJECTS: Application status letter from State RD office

**Tab 8: Project Operations**

Reference	Attachments
	<input type="checkbox"/> PROJECTS WITH RENTAL ASSISTANCE: documentation of rental assistance

**Tab 9: Development Team**

Reference	Attachments
	<input type="checkbox"/> Certification Regarding Financial Solvency and Litigation Status
	<input type="checkbox"/> Consent Granting Signature Authority
	<input type="checkbox"/> Property management agreement or letter of intent
	<input type="checkbox"/> IRS notification of Ownership Entity's federal identification number

	<input type="checkbox"/> Secretary of State Certification of Existence for Ownership Entity
	<input type="checkbox"/> Organizational chart identifying each entity or individual with an ownership interest in the Project, including percentage of ownership

**Tab 11: LIHTC Application**

	<b>Attachments</b>
	<input type="checkbox"/> ACQUISITION CREDIT: Certification Regarding Acquisition Credit
	<input type="checkbox"/> Certification of Ability to Contribute Equity to the Project
	<input type="checkbox"/> LOCAL FUNDING COMMITMENT POINTS: If using rental assistance to meet the threshold, provide the calculation used to determine the total value.
	<input type="checkbox"/> AT RISK POINTS: federal agency certification confirming the Project's eligibility
	<input type="checkbox"/> HISTORIC PROPERTY POINTS: documentation of eligibility
	<input type="checkbox"/> ELIGIBLE TRIBAL AREA POINTS: site map documenting eligibility
	<input type="checkbox"/> LOCATION EFFICIENCY POINTS: service list and site map(s) documenting eligibility
	<input type="checkbox"/> AREA TARGETED BY A LOCAL JURISDICTION: documentation of eligibility and site map
	<input type="checkbox"/> TRANSIT ORIENTED DEVELOPMENT: site map documenting eligibility
	<input type="checkbox"/> JOB CENTER POINTS: site map documenting eligibility
	<input type="checkbox"/> NONPROFIT SPONSOR POINTS: <ul style="list-style-type: none"> <li>• Nonprofit Organization's IRS determination letter</li> <li>• Articles of incorporation as filed with the Secretary of State</li> <li>• Bylaws and/or other governing instruments of the organization</li> <li>• Documentation of ownership and Material Participation</li> <li>• Certification of Non-Affiliation</li> <li>• Board Member list</li> </ul>
	<input type="checkbox"/> EVENTUAL TENANT OWNERSHIP POINTS: comprehensive plan
	<input type="checkbox"/> Application Fee