

# Application Modification Request Checklist

Development Name: \_\_\_\_\_ TC#: \_\_\_\_\_

See Submissions Requirements for Processing Modification Requests for Detailed Information

A. List by Application Tab# and list each modification\* separately. Attach additional sheets if necessary.

Modification No.	Application Tab#	Brief Description of Modification	Agency
			Use ONLY: Approved (Y/N)

\***Agency Modification Fee:** Refer to the Agency Fee Schedule in the most current QAP for the applicable modification fee amount, found at: <https://www.phfa.org/mhp/developers/housingapplication.aspx>

- B. Detailed narrative for each modification listed above. Include reason for modification and why it was unknown at application.
- C. Supporting Documentation for each modification (i.e. applicable revised Core Application Tabs and/or Application Tabs & Exhibits).
- D. Check enclosed in the amount of \$ \_\_\_\_\_ for \_\_\_\_\_ modification requests.

Modification Package will not be reviewed unless payment is received.

Note: The Agency's review will be strictly limited to those changes indicated above. It is the Owner's responsibility to track and clearly detail any change to the Application. Agency approval is not inferred or implied by the submission of documents incorporating or reflecting any unapproved change or any discussion of modification. As the Applicant / Owner, it is your responsibility to follow through with the representations made in the initial application or to obtain the Agency's review and written approval through the Application Modification process. Failure to do so may result in the reduction or recapture of Tax Credits and/or future application submissions being penalized or rejected.