

Application Checklist

The Application Checklist must be completed and submitted as the table of contents for the Application package. Applications must be tabbed numerically using the numbering system shown in this checklist.

If a tab is not applicable to an Application, it is not necessary to submit the information. Simply mark the checklist for that tab N/A.

UNDERWRITING APPLICATION CHECKLIST

Items Included in the Application Package

Yes N/A

General Information

_____	_____	Tab 1	Development Synopsis
_____	_____	Tab 2	Multifamily Core Application
_____	_____	Tab 3	Selection Criteria
_____	_____	Tab 4	Market Study/Housing Needs Assessment
_____	_____	Tab 5	Schematic Plans / Scope of Work
_____	_____	Tab 6	Evidence of Site Control
_____	_____	Tab 7	Appraisals
_____	_____	Tab 8	Architect's Certifications
_____	_____	Tab 9	Community and Economic Impact / Community Revitalization Plan
_____	_____	Tab 10	Historic Preservation Documentation
_____	_____	Tab 11	Supportive Services
_____	_____	Tab 12	Accessible Units
_____	_____	Tab 13	Commitment to Offer Homeownership
_____	_____	Tab 14	Public Housing Authority Notification
_____	_____	Tab 15	Rent Roll/Displacement of Existing Tenants
_____	_____	Tab 16	Development Team Experience
_____	_____	Tab 17	Phase I Environmental Review / Environmental Test Results
_____	_____	Tab 18	Commercial Income
_____	_____	Tab 19	Utility Information
_____	_____	Tab 20	Certification of Subsidies
_____	_____	Tab 21	Construction and/or Permanent Financing Letters of Intent
_____	_____	Tab 22	Bridge Loan Financing
_____	_____	Tab 23	Syndication Information
_____	_____	Tab 24	Development Cost Savings

Additional Submission Requirements for PennHOMES Applications

_____	_____	Tab 25	Acquisition Notices
_____	_____	Tab 26	Displacement and Relocation
_____	_____	Tab 27	Community Housing Development Organization (CHDO) Certification

Additional Submission Requirements for Tax Credit Applications

_____	_____	Tab 28	Attorney's Opinion for Acquisition Tax Credit
_____	_____	Tab 29	Waiver Requests
_____	_____	Tab 30	Nonprofit Set-Aside

Additional Submission Requirements for Supportive Housing Set-Aside

_____	_____	Tab 31	Supportive Housing Set-Aside
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Additional Submission Requirements for Preservation Applications

_____	_____	Tab 32	Financial Statements
_____	_____	Tab 33	Existing Financing and Regulatory Documents
_____	_____	Tab 34	Physical/Capital Needs Assessment
_____	_____	Tab 35	Preservation Set-Aside Preference
_____	_____	Tab 36	Assumed Debt

Additional Requirements for Tax Exempt Volume Cap Applications

_____	_____	Tab 37	Statement of Qualification under Request for Proposals
_____	_____	Tab 38	Statement of Qualification for Tax Exempt Financing
_____	_____	Tab 49	Statement of Qualification for Tax Credits
_____	_____	Tab 40	Letter Outlining Bond Financing Strategies
_____	_____	Tab 41	Qualification of Bond Financing Team
_____	_____	Tab 42	Evidence of Bond Rating

All Applicants

_____	_____	Tab 43	Additional Information
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