

Pennsylvania Housing Finance Agency

Tax Credit Only/ Tax Exempt Bond w/o other Agency Sources/Existing PH being Paid off Checklist

Name of Development:
TC Number:

	Description	Received Date	Date Forward	TS	CG	Comments/Approved
1	Monthly Status Reports					
2	Technical Services Submission					
	Plans and Specifications					
	Enterprise Green Communities Checklist					
	ResCheck/HERS reports (if applicable)					
	Passive House Documentation (if applicable)					
	State Historic Preservation Office (SHPO) Approval (if applicable)					
	Phase I Environmental (CD)					
	Phase II Environmental (if applicable)					
	*** Please see Tab 6 of the Architect's Submission Guide for Closing Requirments***					
3	Current Energy Rebate Analysis					
4	DRAFT LPA with correct Reserve Language					
5	Evidence of Zoning if not previously submitted					
6	Follow up for any conditions listed in Reservation Letter					
	Distribution Key					
TS	Technical Services (Give everything to Kristy Provost to log in & she will distribute)					
CG	Chrissy Gerbig					

Updated 12-21-16

Targeted Closing Date _____

Submitted by _____

Date _____