

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 or a tab for that exhibit. 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 Self Scoring
_____	_____	Tab 4 Market Study / Housing Needs Assessment / Rent Comparability Study
_____	_____	Tab 5 Schematic Plans / Scope of Work / Zoning
_____	_____	Tab 6 Evidence of Site Control
_____	_____	Tab 7 Appraisals
_____	_____	Tab 8 Architect’s Certifications / Energy Rebate Analysis
_____	_____	Tab 9 Community and Economic Impact / Community Revitalization Plan
_____	_____	Tab 10 Historic Preservation Documentation & SHPO
_____	_____	Tab 11 Supportive Services
_____	_____	Tab 12 Accessible Units
_____	_____	Tab 13 Homeownership
_____	_____	Tab 14 Public Housing Authority Notification
_____	_____	Tab 15 Rent Roll/Displacement of Existing Tenants
_____	_____	Tab 16 Development Team Experience and MBE/WMBE/WBE/VBE Participation
_____	_____	Tab 17 Phase I Environmental Review / Environmental Test Results
_____	_____	Tab 18 Commercial Space - Commercial Income and Costs
_____	_____	Tab 19 Utility Information
_____	_____	Tab 20 Certification of Subsidies
_____	_____	Tab 21 Permanent Financing Letters of Intent
_____	_____	Tab 22 Construction Loan and Bridge Loan Financing
_____	_____	Tab 23 LIHTC Syndication Information
_____	_____	Tab 24 Development Cost Savings
_____	_____	Tab 25 Acquisition Notices
_____	_____	Tab 26 Displacement and Relocation
_____	_____	Tab 27 Community Housing Development Organization (CHDO) Certification
_____	_____	Tab 28 Attorney’s Opinion for Acquisition Tax Credit
_____	_____	Tab 29 Waiver Requests
_____	_____	Tab 30 Nonprofit Set-Aside
_____	_____	Tab 31 Supportive Housing Preference
_____	_____	Tab 32 Financial Statements
_____	_____	Tab 33 Existing Financing and Regulatory Documents
_____	_____	Tab 34 Project Capital Needs Assessment / Energy Audit
_____	_____	Tab 35 Preservation Preference
_____	_____	Tab 36 Assumed Debt
_____	_____	Tab 37 Statement of Qualification under Request for Proposals – 4% Credit Applications
_____	_____	Tab 38 Statement of Qualification for Tax Credits – 4% Credit Applications
_____	_____	Tab 39 Letter Outlining Bond Financing Strategies – 4% Credit Applications
_____	_____	Tab 40 Letter from Issuing Agency Requesting 42(m) Review – 4% Credit Applications
_____	_____	Tab 41 Innovation in Construction Technology
_____	_____	Tab 42 PHARE – HTF
_____	_____	Tab 43 Pennsylvania Housing Tax Credits (PHTC)
_____	_____	Tab 44 Health for Housing Investment
_____	_____	Tab 45 Additional Information