

AFFORDABLE RENTAL HOUSING APPLICATION CHECKLIST

Applications to the Housing and Community Development Department consist of all of the following items submitted in a 3-ring binder, tabbed into three sections.

Four additional copies, also in tabbed binders, are required.

Section I

- **This form**, signed by the appropriate officer of Applicant.
- **Application Forms from HCDD Website (9 pages total) including:**
 - General Purpose Application Form
 - Agreement and Certifications form signed by an officer of the Applicant
 - *Notarized* Indemnity Agreement
 - *Notarized* Affidavit of Ownership or Control
 - Form A: Fair Campaign Ordinance
- **Narrative Description of Project**
- **Detailed Project Construction/Renovation Budget**
- **Sources and Uses of Funds Form**
- **15-Year Income and Expense Projection** (the Proforma)
- **Letter of Support** from District City Council Member of the project location.
- Evidence of Site Control, either Earnest Money Contract or Closing Statement if property has already been acquired.
- Project Staffing Plan/Information on Third-Party Management
- Evidence of Financial Commitment to the Project from outside sources: Commitment Letter with all terms including rate, term, collateral, lien position.
- Architect's letter stating appropriateness of hard construction costs and a statement regarding extension of the life of the property as a result of the upgrades.

Section II

- Market Study
- Phase I Environmental Study
- Appraisals: As-is and As-completed
- Survey
- Engineering Soils Report

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- Last 2 years' audited financial statements and tax returns of all principals and guarantors associated with the borrowing entity.
- Marketing Plan, including Affirmative Marketing components
- Photographs or elevations of proposed project
- Architectural Plans used to prepare Scope of Work

Application Fee: \$500.00

Please attach the application fee here if developer is for-profit. Nonprofit organizations are not required to pay an application fee.

Applicant/Title/Date_____

Name of Project_____