

# NEIGHBORHOODS TO STANDARD 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**
- **10 Year Income and Expense Projection** (the Proforma)
- **Letter of Support** for the project from your District City Council Member
- 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 – All Projects – two copies total**

- Market Study – if not located in a Target Zone
- Phase I Environmental Study
- Appraisals: As-is and As-completed
- Survey
- Engineering Soils Report if project envisions teardown and reconstruction

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- Borrower's last 2 years audited financial statements tax returns
- Marketing Plan, including Affirmative Marketing components
- Photographs or elevations of proposed project
- Architectural Plans used to prepare Scope of Work

### Section III

- Must submit prior 3 years' actual operating results, audited or reviewed
- Current Project Rent Roll by Unit, including Tenant names, addresses, and telephone numbers
- Plan for interim and permanent relocation of tenants as needed
- Verification that assisted tenant annual family income does not exceed 60% AMI
- For properties built before 1978, a lead-based paint risk assessment must be performed.
- Asbestos Report
- Title Report for project by individual building address

### **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\_\_\_\_\_