APPLICATION CHECKLIST

People/Property Information

PLEASE PROIVDE A COPY OF COMPLETE TCAC APPLICATION TOGETHER WITH ALL EXHIBiTS

OR:

- Project Description in narrative format
- Comprehensive project Proforma Operating Statement (including Projected Rent Schedule, Expense Projections, Cash Flow Schedule and Sources and Uses of Funds)
- Annual statements or partnership audits for three (3) consecutive comparable properties managed or owned by entities within the partnership
- Written confirmation of current Utility Allowance from local PHA
- Current Rent Roll (immediate commitments only)
- Standard residential lease
- Service amenity package description
- Commercial leases, if applicable
- Phase I Environmental Report (not more than two (2) years old). CCRC's requirements are located at www.e-ccrc.org
- TCAC Preliminary Reservation Letter
- Preliminary Title Report (not more than 60 days old)
- Copies of all underlying documents
- Plat Map with plotted easements
- Executed loan documents in connection with each subordinate debt loan to Borrower for the property. Please provide the following for each loan:
  - Promissory Note
  - Loan Agreement (if any)
  - Deed of Trust
  - Regulatory Agreement (if any)
- Copies of any agreements and amendments regarding this transaction between the Borrower and government agency including restrictive covenants, second deed of trust, as well as any written commitments from the local housing authority regarding the set aside of Section 8 certificates, including assignments of each document - **This also pertains to any agreements and/or covenants which: 1) are as of yet unrecorded that are not intended to be unsubordinated; and ii) run with the land but will be subordinated.**

- Architect's resume
- Construction/rehabilitation line item budget, as available
- Development team
- General Contractor's development resume, as available
- General Contractor's statement of qualifications, as available
- Plans and specifications
- Contact list with all participants in the transaction
- Bank statements - Most recent three (3) month period for all bank accounts for each General Partner
- Credit Authorization form for each General Partner (form located at www.e-ccrc.org)
- Federal Tax Identification Numbers for borrowing entity and each General Partner (IRS W-9 form)
- Audited year-end financial statements for each General Partner for the most recent two (2) year period, to include the balance sheet, income statement, statement of changes, and all other notes and schedules that are needed to fully reflect the

financial condition of each General Partner. If audited financial statements are not customarily prepared, the Chief Executive will need to certify and date the statements.

- Federal tax returns for the most recent two (2) year period for each General Partner
- Real Estate Owned Schedule for each General Partner
- A copy of the fully executed and dated Partnership Agreement of Borrower
- LP-1 and LP-2 (if any) filed with the Secretary of State
- Articles of Incorporation and By-Laws for corporations; Articles of Organization and operating agreement for LLC's
- Annual report and/or corporate brochure
- Internal Revenue Service 501©(3) Determination Letter issued to nonprofit General Partner
- State Franchise Tax Board Tax Exemption letter issued to nonprofit General Partner
- Investor/Syndicator Agreement
- Management Agent's references
- Resume of Management Agent – Include list of current projects managed.
- Property Management Contract
- Non-refundable application fee of $1,500.00
- Appraisal Agreement (form located at www.e-ccrc.org)