



I. Checklist

Due Diligence Items

Project Information

☐ 1. Transaction Participant List	MISSING
☐ 3. TCAC Preliminary Reservation Letter	MISSING
☐ 4. TCAC Carryover Allocation Letter	MISSING
☐ 5. Recorded TCAC Regulatory Agreement	MISSING
☐ 6(a). Security Plan	MISSING
☐ 6(b). Inventory of Furnishings, Fixtures and Equipment located at the Project (e.g. common area items, unit appliances)	MISSING
☐ 7. Proforma (with S&U and an Operating Budget)	MISSING
☐ 7(a). Lease-up Schedule	MISSING
☐ 10. Ground Lease, if applicable	MISSING
☐ 11. Commercial Master Lease, if applicable	MISSING
☐ 11(a). Commercial Space Sq. Ft*	MISSING
☐ 11(b). Annual Commercial Income*	MISSING
☐ 11(c). Commercial Space Number of Spaces	MISSING
☐ 11(d). Number of Childcare or Education Seats	MISSING
☐ 11(e). What is intended use for the space?	MISSING
☐ 12. Commercial Sub Leases, if applicable	MISSING
☐ 13. Agreements Relating to the Project plus any Amendments	MISSING
☐ 13(a). Zoning and Permits	MISSING
☐ 13(b). Project-Based Subsidy	MISSING
☐ 14. Confirmation of Project Name & Address	MISSING
☐ 15. Placed in Service Date	MISSING
☐ 16. Architect's Certificate of Completion	MISSING
☐ 16(a). Evidence of completion of punch list Items (if applicable)	MISSING
☐ 16(b) Architect's Certification Letter	MISSING



☐ 17. Final Certificate of Occupancy	MISSING
☐ 18. Notice of Completion	MISSING
☐ 19. Final Cost Certification	MISSING
☐ 20. Cert from the Tax Credit Investor of 90% funding	MISSING
☐ 20(a). Confirmation that Project has passed 50% Test	MISSING
☐ 20(b). Substantial User	MISSING

Architect Information

☐ 22. Architect's Contract	MISSING
☐ 23. Architectural Plans and Specifications	MISSING
☐ 23(a). Architect Name	MISSING

Contractor Information

☐ 24. General Contractor's Resume	MISSING
☐ 24(a). General Contractor Name	MISSING
☐ 25. Construction Contract	MISSING
☐ 25(a). General Contractor - Unconditional Lien Release (showing paid in full)	MISSING
☐ 25(b). Confirmation if there is any construction work currently in process	MISSING
☐ 25(c). Final Construction Draw Requisition (GC's Application and Certificate for Payment)	MISSING
☐ 25(d). Warranties / Close-Out Manual	MISSING

Property Management and Social Services Information

☐ 26. Property Management Contract	MISSING
☐ 26(a). Property Management Name	MISSING
☐ 27. Management Agent's Resume	MISSING
☐ 28. Sample Residential Lease	MISSING
☐ 29. Description of Social Service Amenities with Budget	MISSING
☐ 30. Social Service Contracts or MOU	MISSING
☐ 30(a). Social Services Provider Name	MISSING

Title & Survey Information

☐ 31. Prelim Title Report w/ links to underlying documents	MISSING
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☐ 32. ALTA Survey	MISSING
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Property Tax Information & Property Tax Exemptions

☐ 33. Property Tax Bill(s)	MISSING
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☐ 33(a). Evidence of Annual Business Tax or License Expense	MISSING
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☐ 34. Application for Property Tax Exemption	MISSING
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☐ 35. County Tax Assessor Finding Sheet	MISSING
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☐ 36. Organizational Clearance Certificate (OCC)	MISSING
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☐ 37. Supplemental Clearance Certificate (SCC)	MISSING
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Appraisal/Environmental/Third Party Reports & Reviews

☐ 38. Market Rent Study	MISSING
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☐ 38(a). Expected report date	MISSING
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☐ 38(a)1. Market Rent Study (Internal)	MISSING
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☐ 39. Appraisal Report or Updated Appraisal, if required	MISSING
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☐ 39(a). Appraisal Report or Updated Appraisal (Internal)	MISSING
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☐ 39(a)1. Appraisal Firm, if applicable	MISSING
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☐ 39(a)2. Appraiser Name, if applicable	MISSING
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☐ 39(a)3. Expected report date, if applicable	MISSING
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☐ 39(a)4. Validation date, if applicable	MISSING
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☐ 40. Appraisal Review or Updated Appraisal Review	MISSING
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☐ 40(a). Appraisal Review or Updated Appraisal Review (Internal)	MISSING
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☐ 40(a)1. 3rd party review date	MISSING
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☐ 42. Appraisal Agreement Form, if required	MISSING
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☐ 43. Phase I Environmental Report	MISSING
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☐ 43.1. Expected report date	MISSING
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☐ 45. Phase II Environmental Report, if applicable	MISSING
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☐ 46. Environmental Review	MISSING
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☐ 46(a). Environmental Review (Internal)	MISSING
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☐ 46(a)1. 3rd party review date	MISSING
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☐ 47. Soils Reports and/or Geotechnical Reports	MISSING
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☐ 48. Asbestos Containing Material Report	MISSING
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☐ 49. Lead Based Paint Report	MISSING
☐ 50. Seismic Risk Assessment	MISSING
☐ 50(a). Seismic Risk Assessment (Internal)	MISSING
☐ 50(a)1. Expected report date	MISSING
☐ 50(a)2. 3rd party review date, if applicable	MISSING
☐ 50(b). Construction Close-Out Report	MISSING
☐ 50(b) i. Construction Close-Out Report (Internal)	MISSING
☐ 50(c). Radon Report	MISSING
☐ 50(d). Radon Report (Internal)	MISSING
☐ 50(d)1. Expected report date	MISSING
☐ 50(d)2. 3rd party review date, if applicable	MISSING

KYC Form

☐ 51(a). KYC Form	MISSING
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Sponsor/Developer

☐ 51. Sponsor/Developer Name	MISSING
☐ 51. Credit Authorization Form	MISSING
☐ 52. Financial Information	MISSING
☐ 52(a). Schedule of Contingent Liabilities and Guarantees	MISSING
☐ 52(b). Developer Fee Projections	MISSING
☐ 52(c). Cash Flow Projections	MISSING
☐ 53. Schedule of Real Estate	MISSING
☐ 54. Formation Documents	MISSING
☐ 56(a). Federal Tax ID Number	MISSING
☐ 57. Certificate of Status from Franchise Tax Board	MISSING
☐ 58. Certificate of Good Standing from Secretary of State	MISSING

Co-Sponsor/Developer

☐ 51.1. Co-Sponsor/Developer Name	MISSING
☐ 51.1. Credit Authorization Form	MISSING
☐ 52.1. Financial Information	MISSING
☐ 52.1(a). Schedule of Contingent Liabilities and Guarantees	MISSING

☐ 52.1(b). Developer Fee Projections	MISSING
☐ 52.1(c). Cash Flow Projections	MISSING
☐ 53.1. Schedule of Real Estate	MISSING
☐ 54.1. Formation Documents	MISSING
☐ 56.1(a). Federal Tax ID Number	MISSING
☐ 57.1. Certificate of Status from Franchise Tax Board	MISSING
☐ 58.1. Certificate of Good Standing from Secretary of State	MISSING

Borrower/Limited Partnership

☐ 58(a). Borrower/Limited Partnership Name	MISSING
☐ 59. Financial Information	MISSING
☐ 60. Partnership Agreement, LP1 & LP2	MISSING
☐ 60(a). Organizational Chart	MISSING
☐ 61. W-9	MISSING
☐ 61(a). Federal Tax ID Number	MISSING
☐ 62. Certificate of Good Standing from Secretary of State	MISSING

Administrative General Partner

☐ 63. Administrative General Partner Name	MISSING
☐ 64. Financial Information	MISSING
☐ 65. Schedule of Real Estate	MISSING
☐ 66. Formation Documents	MISSING
☐ 68(a). Federal Tax ID Number	MISSING
☐ 69. Certificate of Status from Franchise Tax Board	MISSING
☐ 70. Certificate of Good Standing from Secretary of State	MISSING

Co-Administrative General Partner

☐ 63.1. Co-Administrative General Partner Name	MISSING
☐ 64.1. Financial Information	MISSING
☐ 65.1. Schedule of Real Estate	MISSING
☐ 66.1. Formation Documents	MISSING
☐ 68.1(a). Federal Tax ID Number	MISSING
☐ 69.1. Certificate of Status from Franchise Tax Board	MISSING

☐ 70.1. Certificate of Good Standing from Secretary of State	MISSING
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Managing General Partner (Non-Profit)

☐ 71. Managing General Partner Name	MISSING
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☐ 72. Financial Information	MISSING
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☐ 73. Schedule of Real Estate	MISSING
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☐ 74. Formation Documents	MISSING
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☐ 76(a). Federal Tax ID Number	MISSING
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☐ 79. Certificate of Status from Franchise Tax Board	MISSING
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☐ 80. Certificate of Good Standing from Secretary of State	MISSING
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Sole Member

☐ 71.1. Sole Member Name	MISSING
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☐ 72.1. Credit Authorization Form	MISSING
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☐ 73.1. Financial Information	MISSING
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☐ 74.1. Schedule of Real Estate	MISSING
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☐ 75.1. Formation Documents	MISSING
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☐ 76.1. W-9	MISSING
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☐ 76.1(a). Federal Tax ID Number	MISSING
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☐ 77.1. Certificate of Status from Franchise Tax Board	MISSING
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☐ 78.1. Certificate of Good Standing from Secretary of State	MISSING
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Co-Managing General Partner (Non-Profit)

☐ 71.2. Co-Managing General Partner Name	MISSING
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☐ 72.2. Financial Information	MISSING
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☐ 73.2. Schedule of Real Estate	MISSING
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☐ 74.2. Formation Documents	MISSING
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☐ 76.2(a). Federal Tax ID Number	MISSING
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☐ 79.2. Certificate of Status from Franchise Tax Board	MISSING
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☐ 80.2. Certificate of Good Standing from Secretary of State	MISSING
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Subordinate Loan Documentation

☐ 81. Subordinate Loan Documents	MISSING
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☐ 81(a). Confirmation from Borrower that all Subordinate Loans are Fully Disbursed	MISSING
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Insurance Information

☐ 82. Evidence of Insurance, Policy Certs	MISSING
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☐ 82(a). Evidence that flood insurance is not required for the property. If flood insurance is required, evidence that flood insurance is in place.	MISSING
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☐ 83. Insurance Invoice & Proof of Payment	MISSING
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4% Bond Specific Items

☐ 85. Tax Exempt Reservation Letter	MISSING
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☐ 87. Annual Issuer Fee documentation	MISSING
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☐ 88. Annual Trustee Fee documentation (if applicable)	MISSING
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Rehabilitation Projects Specific Items

☐ 94. Capital Needs Assessment w/ Reserve Study	MISSING
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☐ 94(a). Capital Needs Assessment w/ Reserve Study (Internal)	MISSING
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☐ 94(a)1. Expected report date	MISSING
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☐ 94(a)2. 3rd party review date, if applicable	MISSING
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☐ 95. Mold & Mildew Report	MISSING
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☐ 96. Termite Inspection Report	MISSING
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☐ 96(a). Standard Notice of Work Completed and Not Completed	MISSING
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Property Operating Information

☐ 97. Property Operating Budget	MISSING
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☐ 98. Property Operating Statements	MISSING
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☐ 99. Rent Roll	MISSING
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☐ 99(a). Aged Receivables	MISSING
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☐ 100. Current Year Rent Schedule(s)	MISSING
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☐ 101. Utility Allowance Schedule(s)	MISSING
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☐ 102. Rental Concessions	MISSING
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☐ 103. All Contracts, Leases, and Licenses	MISSING
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☐ 103(a). Utility Bill(s)	MISSING
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☐ 104. Annual Audits for 3 Comparable Properties	MISSING
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☐	105. General Ledgers	MISSING
☐	105(a). Site Inspection	MISSING
☐	105(b) Site Inspection (Internal)	MISSING
☐	105(b)1. Scheduled site visit date	MISSING
☐	105(b)2. Site visit completion date	MISSING
☐	105(b)3. Expected final report date	MISSING
☐	105(c). Current Photos of the Property	MISSING
☐	105(e). Conversion Questionnaire Sustainability and Impact	MISSING

Other Items

☐	107. Opinion of counsel letter from Borrower's counsel - if required at conversion	MISSING
☐	107(a). No Adverse Opinion - if required at Conversion	MISSING

Evidence of Reserve Amounts

☐	108(a). Operating Reserves	MISSING
☐	108(b). Replacement Reserves (Capitalized)	MISSING
☐	108(c). Transition Reserves	MISSING
☐	108(d). Social Services (capitalized)	MISSING

Special Conditions

☐	Solar Photovoltaic System	MISSING
☐	Solar Photovoltaic System (file upload)	MISSING
☐	Street Dedication and Water Line Easement	MISSING
☐	Street Dedication and Water Line Easement (file upload)	MISSING
☐	HAP Contract	MISSING
☐	HAP Contract (file upload)	MISSING
☐	Social Services Agreement	MISSING
☐	Social Services Agreement (file upload)	MISSING
☐	Geotechnical Recommendations Verification	MISSING
☐	Geotechnical Recommendations Verification (file upload)	MISSING
☐	Radon	MISSING
☐	Radon (file upload)	MISSING
☐	Seismic Report	MISSING

☐ Seismic Report (file upload)	MISSING
☐ Solar Water Heating System	MISSING
☐ Solar Water Heating System (file upload)	MISSING
☐ CASp Report (ONLY FOR THE COUNTY OF LOS ANGELES)	MISSING
☐ CASp Report (ONLY FOR THE COUNTY OF LOS ANGELES) (file upload)	MISSING
☐ CASp Report	MISSING
☐ CASp Report (file upload)	MISSING
☐ Asbestos / Lead Based Paint – REHAB	MISSING
☐ Asbestos / Lead Based Paint – REHAB (file upload)	MISSING
☐ Asbestos / Lead Based Paint – Demolition	MISSING
☐ Asbestos / Lead Based Paint – Demolition (file upload)	MISSING
☐ Termite Reports – REHAB	MISSING
☐ Termite Reports – REHAB (file upload)	MISSING
☐ Mold Survey - REHAB	MISSING
☐ Mold Survey - REHAB (file upload)	MISSING
☐ Scope of Work – REHAB	MISSING
☐ Scope of Work – REHAB (file upload)	MISSING
☐ Supportive Services	MISSING
☐ Supportive Services (file upload)	MISSING

Additional Special Condition	
☐ Additional Special Condition Title	MISSING
☐ Description	MISSING
☐ File Upload	MISSING