

2011 FIRM SUBMISSION CHECKLIST

DEVELOPMENT NAME _____
DEVELOPER _____
UNDERWRITER _____

MHDC # _____
FIRM SUBMISSION DATE _____

Type "X" if item is provided, "N/A" if item is not applicable.

Electronic Version Required?

| | | |
|-------------|---|--|
| _____ 1. | Executed FIN-100 | PDF and Excel |
| _____ 2. | FIN-101 Identity of Parties | Word |
| _____ 3. | Signature blocks (architect, contractor, title company, investors and owner if changes have occurred since conditional reservation) | Word |
| _____ 4. | Organizational documents for the owner and partner/member entities | |
| | A. Mortgagor/Ownership Entity | C. Federal and State LIHTC Investor |
| | i. _____ Certificate of LP/Organization | i. _____ Certificate of LP/Organization |
| | ii. _____ LPA or Operating Agreement | ii. _____ LPA/Operating Agreement/Articles |
| | B. GP / Managing Member | of Incorporation and Bylaws |
| | i. _____ Certificate of LP/Organization | PDF |
| | ii. _____ Operating Agreement or Articles of Incorporation and Bylaws | PDF |
| _____ 5. | Financial statements | |
| | A. _____ Developer and Parent Company, if applicable | Not Required |
| | B. _____ General Partner/Member and Parent Company, if applicable | Not Required |
| | C. _____ Federal and State LIHTC Investor | Not Required |
| _____ 6. | Certificates of Good Standing | |
| | A. _____ Architect | C. _____ Title Company |
| | B. _____ General Contractor | D. _____ Management Company |
| | E. _____ Surveyor | F. _____ Environmental Firm |
| _____ 7. | Site control | PDF |
| _____ 8. | Title commitment with exception documents | PDF |
| _____ 9. | Full-size survey and Surveyor's Report (HUD-9-2457) | Not Required |
| _____ 10. | MHDC 3345: Plan Review Worksheet | PDF and Excel |
| _____ 11(A) | Full-size plans | Not Required |
| _____ 11(B) | Specifications | Not Required |
| _____ 11(C) | Scope of work | Word or PDF |
| _____ 12. | Development Characteristics Worksheet | PDF |
| _____ 13. | Sustainable Housing Documentation | PDF or Word |
| _____ 14. | Termite inspection report or MHDC Termite Certification | PDF |
| _____ 15. | Owner-Architect Agreement (AIA B-181 with MHDC Rider) | PDF |
| _____ 16(A) | Contractor's Qualification Statement (AIA A-305) | PDF |
| _____ 16(B) | Contractor's financial statement | Not Required |
| _____ 16(C) | Contractor's Credit Summary (FIN-116) | Not Required |
| _____ 16(D) | Contractor's Experience Summary (FIN-105) and resume | PDF, Excel or Word |
| _____ 16(E) | Construction Contract (If MHDC is NOT in the First Lien Position) | PDF |
| _____ 17. | Equal Opportunity Certification (HUD 92010) | PDF |
| _____ 18. | FIN-115: Mortgagor's and Contractor's Cost Breakdown | PDF and Excel |
| _____ 19. | FIN-150: Construction Draw Schedule | Excel |
| _____ 20. | Updated financing commitments | PDF |
| _____ 21(A) | Articles of Incorporation for the Management Company | PDF |
| _____ 21(B) | FIN-116: Credit summary for Management Company (FIN-116) | Not Required |
| _____ 21(C) | Financial statement for Management Company | Not Required |
| _____ 21(D) | FIN-105: Experience Summary for Management Agent (HUD 2530 for Risk Share) | PDF or Excel |

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|-------------|---|-------------------------------------|
| _____ 21(E) | Exhibit A-4: Property Owner's Management Agent Certification | PDF |
| _____ 21(F) | Exhibit A-5: Management Entity Profile | PDF |
| _____ 21(G) | Exhibit A-6: Authorization for Release of Information | PDF |
| _____ 21(H) | Exhibit A-7: Project Training Certificate Checklist | PDF |
| _____ 21(I) | Exhibit J: Authorized Representative Designation | PDF |
| _____ 21(J) | Exhibit J-1: Management Authorized Representative Designation | PDF |
| _____ 21(K) | Exhibit L: Property Information Sheet | PDF |
| _____ 22. | Affirmative Fair Housing Marketing Plan | PDF |
| _____ 23. | PHA-approved utility allowance information | PDF |
| _____ 24. | Management/Maintenance Plan | PDF or Word |
| _____ 25. | Proposed lease agreement | PDF |
| _____ 26. | Lease-up narrative and budget | PDF, Excel or Word |
| _____ 27(A) | Service-enriched housing documentation | PDF or Word |
| _____ 27(B) | Special Needs housing documentation | PDF or Word |
| _____ 28. | Relocation documents (Stage 2) | PDF |
| _____ 29. | Section 3 plan (If Applicable) | PDF or Word |
| _____ 30. | Tax abatement, PILOT information | PDF |
| _____ 31. | Homeownership plan | PDF or Word |
| _____ 32. | Executed CHDO Operating Grant Agreement | PDF |