

2012 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
(Please repeat for every entity that is not a natural person) | |
| | A. Mortgagor/Ownership Entity | |
| | i. _____ Certificate of LP/Organization | PDF |
| | ii. _____ LPA or Operating Agreement | PDF |
| | B. GP / Managing Member | |
| | i. _____ Certificate of LP/Organization | PDF |
| | ii. _____ Operating Agreement or Articles of Incorporation and Bylaws | PDF |
| | C. Federal and State LIHTC Investor | |
| | i. _____ Certificate of LP/Organization | |
| | ii. _____ LPA/Operating Agreement/Articles of Incorporation and Bylaws | |
| _____ | 5. Financial statements | |
| | A. _____ Developer and Parent Company, if applicable | Submit Hard Copy |
| | B. _____ General Partner/Member and Parent Company, if applicable | Submit Hard Copy |
| | C. _____ Federal and State LIHTC Investor | Submit Hard Copy |
| _____ | 6. Certificates of Good Standing | |
| | A. _____ Architect | PDF |
| | B. _____ General Contractor | PDF |
| | C. _____ Title Company | PDF |
| | D. _____ Management Company | PDF |
| | E. _____ Surveyor | PDF |
| | F. _____ Environmental Firm | PDF |
| _____ | 7. Site control | PDF |
| _____ | 8. Title commitment with exception documents | PDF |
| _____ | 9. Full-size survey and Surveyor's Report (HUD-9-2457) | Submit Hard Copy |
| _____ | 10. MHDC 3345: Plan Review Worksheet | PDF and Excel |
| _____ | 11(A) Full-size plans | Submit Hard Copy |
| _____ | 11(B) Specifications | Submit Hard Copy |
| _____ | 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-108 with MHDC Rider) | PDF |
| _____ | 16(A) Contractor's Qualification Statement (AIA A-305) | PDF |
| _____ | 16(B) Contractor's financial statement | Submit Hard Copy |
| _____ | 16(C) Contractor's Credit Summary (FIN-116) | Submit Hard Copy |
| _____ | 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) | Submit Hard Copy |
| _____ | 21(C) Financial statement for Management Company | Submit Hard Copy |

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_____	21(D) FIN-105: Experience Summary for Management Agent (HUD 2530 for Risk Share)	PDF or Excel
_____	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
_____	33. Legal Description	WORD
_____	34(A) MBE/WBE Detailed Utilization Plan	WORD
_____	34(B) Detailed Listing of MBE/WBE firms to be utilized	Excel
_____	34(C) Copy of Certifications for MBE/WBE firms to be utilized	PDF