

2026 Firm Submission Checklist Exhibit "D"



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

Label submission items according to checklist

Development Name	
Development Number	
Developer	
Firm Submission Date	
Underwriter	

Item	Format Required	Always Required	Tax Credit Only	Fund Balance Loan	Federal Loan Funds (HOME or NHTF)	See Comment	Comments	Form on MHDC Website
1a. FIN-100	Signed PDF & Excel	x						x
1b. Exhibit A to the #2013	Word or Excel					x	To explain changes in operating expenses and/or to explain other underwriting matters as needed	
2. FIN-101 Identity of Parties	PDF & Word	x					Must be completed with contact information for listed members of the development team. Will be Firm Commitment exhibit.	x
3. Signature blocks	Word	x				x	Required for architect, contractor, title company, and investors when there is an MHDC loan. Required for ownership if changes have occurred. Provide in the forms which they will appear in legal documents. If nonprofit set aside, nonprofit entity must be in signature block. See Developer's Guide for specific requirements.	
4. MHDC 3345: Plan Review Worksheet	Signed PDF & Excel	x						x
5. FIN-150: Construction Draw Schedule	Excel			x	x			x
6. Updated Financing Commitments	Signed PDF	x				x	Not letters of intent. See Developer's Guide for specific requirements.	
7. Appraisal	Signed PDF	x				x	Must be completed by an MHDC approved appraiser. For additional requirements, see Developer's Guide.	
8. Tax abatement, PILOT information	PDF					x	Submit if applicable	
9. Loan Servicing Form	PDF			x	x			x
10. Itemized list of fees waived	PDF or Word					x	Provide if points received under Leveraged Funds-Local Government Support category.	
Legal Documents								
Certificates of Good Standing								
11a. Architect	PDF	x						
11b. General Contractor		x						
11c. Surveyor		x						
11d. Title Company		x						
11e. Management Company		x						
11f. Environmental Firm		x						
Other Legal Documents								
12. Updated Organizational Chart	PDF	x					Must include all members/partners of each tier	
13. Site Control	PDF	x						
14a. Title Commitment	PDF	x						
14b. Title Commitment Exception Documents	PDF	x						
15. Full-Sized Survey	PDF	x				x	A hard copy may be requested	
16. Surveyor's Report	PDF	x				x	A hard copy may be requested	
17. Legal Description	Word	x						
18. Zoning Letter	PDF	x						
Architecture Documents								
19. Site Plan	PDF	x					Number residential buildings; Label streets; Mark property boundaries; Use "MKT" for market single-family homes	
20. Full-size plans	PDF			x	x		Upload to MHDC Hightail. Complete set required.	
21. Specifications	PDF			x	x		Upload to MHDC Hightail. Complete set required.	
22. Scope of Work	PDF					x	Required for rehab. Upload to MHDC Hightail.	
23. Development Characteristics Worksheet	Signed PDF	x						x
24. Termite Certification	PDF	x					Termite inspection report or MHDC Termite Certification	x
25. Construction Contract	PDF						If MHDC is NOT in the First Lien Position. If using AIA construction contract, use AIA A102 amended to incorporate all MHDC required language	
26. FIN-115: Mortgageor's and Contractor's Cost Breakdown	PDF & Excel	x						x
27. Structural Letter	PDF					x	Required for rehab.	
Asset Management Documents								
28a. Exhibit A-2: Universal Entity Management Certification	Signed PDF	x						
28b. Exhibit J: Authorized Representative Designation	Signed PDF	x						
28c. Exhibit J-1: Management Authorized Representative Designation	PDF	x						
28d. Exhibit L: Property Information Sheet	PDF	x						
28e. Affirmative Fair Housing Marketing Plan	Signed PDF	x						
29. PHA-approved utility allowance information	PDF	x						
30. Management/Maintenance Plan	PDF or Word	x				x	Follow the Exhibit A-1 checklist https://mhd.com/programs/asset-management/program-compliance/compliance-resources/exhibits-forms/	
31. Proposed lease agreement	PDF	x						
32a. Lease-up narrative	PDF or Word	x						
32b. Lease-up budget FIN-117	Excel	x						
Housing Priority Documentation								
33. Homeownership plan	PDF or Word					x	Required if approved under Homeownership priority	
Service Enriched Housing Documentation								
34a. Executed Supportive Services Plan	PDF, Excel or Word					x	Required if approved under Service Enriched priority	
34b. Finalized Service Providers Letters of Intent	PDF, Excel or Word					x	Required if approved under Service Enriched priority	
Set-Aside Preference Housing Documentation								
35a. Executed Referral and Support Agreement	PDF, Excel or Word					x	Required if approved under Set-Aside preference priority	
35b. Marketing Plan	PDF, Excel or Word					x	Required if approved under Set-Aside preference priority	
35c. Final Rental Assistance Commitment Letters	PDF, Excel or Word					x	Required if approved under Set-Aside preference priority	



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State and Federal Program Documents		PDF or Word				x			x
<i>Relocation Documentation</i>									
36. Section 3 plan		PDF							
37a. Updated Relocation Plan		PDF					x	If relocation applies and updates to relocation plan	
37b. Updated Tenant List							x	If relocation applies, must be current	
37c. Proof of General Information Notice (GIN) Delivery to All Tenants							x	If relocation applies, acceptable proof of delivery includes tenant signatures and certified mail receipts from USPS	
37d. New Tenant Notices FIN-310							x	If relocation applies, copies of tenant notices for any new move-ins	x
37e. Tenant Eviction List							x	If relocation applies, list of tenants evicted for cause since application submission	
37f. Over-Income or Rent-Burdened Tenant List							x	If relocation applies	
37g. Permanent Displacement Documentation							x	If relocation applies	
38. Equal Opportunity Certification (HUD 92010)		Signed PDF			x		x		x