

2024 FIRM SUBMISSION CHECKLIST TAX CREDIT ONLY

EXHIBIT "C"

DEVELOPMENT NAME _____

MHDC # _____

DEVELOPER _____

FIRM SUBMISSION DATE _____

UNDERWRITER _____

Note: Please refer to Exhibit E previously sent with the Conditional Reservation for details of Firm Submission Checklist items. Please email the Firm Submission to your underwriter. Please note the only hard copy item required is the full size survey and surveyor's report. All others items are electronic only.

_____ 21	Relocation documents (Stage 2)	PDF
_____ 22	Tax abatement, PILOT information	PDF
_____ 23	Homeownership plan	PDF or Word
_____ 24	Legal Description	PDF & Word
_____ 25	MBE/WBE Documents	
_____ 25a	MBE/WBE Detailed Utilization Plan (Signed)	PDF & Word
_____ 25b	Schedule of Participation (list of hard and soft costs MBE/WBE used)	Excel
_____ 25c	Copy of current Certifications for MBE/WBE firms to be utilized	PDF