2024 FIRM SUBMISSION CHECKLIST TAX CREDIT ONLY

DEVELOPMENT NAME

۲۰۰۲ FIRM SUBMISSION DATE

MHDC #

EXHIBIT "C"

UNDERWRITER

DEVELOPER

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.

Type "X" if item is provided, "N/A" if item is not applicable. **Submission Requirement** FIN-100 (Signed) PDF & Excel 1a Exhibit A to the #2013 (if applicable to explain changes in operating expenses from 1b Word or Excel Conditional and/or to explain other underwriting matters as needed) FIN-101 Identity of Parties PDF & Word Signature blocks (architect, contractor, title company, investors and owner if changes Word have occurred since conditional reservation) Organizational documents for the owner and partner/member entities PDF (for all documents under #4) 4 A. Mortgagor/Ownership Entity i. Certificate of LP/Organization ii. LPA or Operating Agreement iii. Certificate of Good Standing iv. Articles of Organization/Incorporation (if applicable) R. GP / Managing Member (Please repeat for every entity that is not a natural person) i. Certificate of LP/Organization v. LPA, Operating Agreement or Bylaws ii. Articles of Incorporation / as appropriate for type of legal structure Organization (if applicable) iii. Operating Agreement or Bylaws as appropriate for type of legal structure iv. Certificate of Good Standing C. Updated Organizational Chart (must include all members/partners of each tier) 5 Site control PDF 6a Title commitment PDF 6b Title commitment exception documents PDF 7a Full-sized Survey Hard Copy Required 7b Surveyor's Report (form HUD-91073M, or most current form - signed) Hard Copy Required 8 MHDC 3345: Plan Review Worksheet PDF & Excel Site plan (Number each residential building 1, 2, 3, etc., if single-family homes, indicate PDF 9 market units with "MKT", label streets and clearly mark the property boundaries. PDF (MHDC Hightail only) Scope of Work (only required if different from application's Scope of Work) 10 Note: Submittal of incomplete Plans & Specs. will be set aside until a complete set is provided Development Characteristics Worksheet (Signed) PDF 11 12 Equal Opportunity Certification (HUD 92010) (Signed) PDF FIN-115: Mortgagor's and Contractor's Cost Breakdown (Signed) ____13 PDF & Excel 14 Asset Management Documents 14a Exhibit A-2: Universal Entity Management Certification (Signed) PDF 14b Exhibit J: Authorized Representative Designation (Signed) PDF 14c Exhibit J-1: Management Authorized Representative Designation (Signed) PDF 14d Exhibit L: Property Information Sheet PDF 15 Affirmative Fair Housing Marketing Plan (Signed) PDF 16 PHA-approved utility allowance information PDF 17 Management/Maintenance Plan PDF or Word 18 Proposed lease agreement PDF 19 Lease-up narrative and budget (include FIN-117) PDF. Excel or Word 20 Service-enriched and Set-aside Documents 20a Service-enriched housing documentation PDF or Word 20b Set-Aside Preference / IEH housing documentation PDF or Word

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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