

CAPITAL AREA MULTI-HOUSING

Checklist of Due Diligence For Tax Credit Transactions

Note: If the Capital Area Housing Finance Corporation is to issue bonds to finance the project, please complete and submit its Application for Financing Qualified Residential Rental Project. Items on the Checklist followed by an asterisk () are required by the Application and need not be duplicated for the Checklist if the Application is submitted.*

PROPERTY ITEMS			
Received	Item	Deadline	Notes
___	Project Description, including number of units, unit sizes, and amenities (*)		
___	Site Location information, with map (*)		
___	Site Plan		
___	Market Study		
___	Appraisal		
___	Phase I Environmental		
___	Soils Report		
___	Evidence of site control (*)		
___	Evidence of zoning		
___	Title commitment with all exceptions		
___	Survey		
___	Physical needs analysis (for rehabilitation projects)		

DEVELOPMENT ITEMS			
Received	Item	Deadline	Notes
___	Detailed Development Budget (*)		
___	Sources and Uses		
___	Statement of Developer's experience, including evidence of net worth		
___	Resume of General Contractor, with evidence of experience		
___	Plans and Specifications		
___	Resume of Architect, with evidence of experience		

FINANCING ITEMS			
Received	Item	Deadline	Notes
___	15-year Pro Forma		
___	Debt financing commitment (*)		
___	Equity financing commitment		
___	Description of all other sources of financing (*)		
___	Application for debt financing (*)		
___	Application for tax credits		

OPERATIONAL ITEMS			
Received	Item	Deadline	Notes
___	Resume of property management company, with evidence of experience (*)		
___	Description of social services to be provided and information regarding social services provider		
___	Proposed Rent Schedule, with tenant income restrictions		
___	Current rent roll (if applicable)		

ORGANIZATIONAL ITEMS			
Received	Item	Deadline	Notes
___	Organizational documents for limited partnership		