

## Housing Opportunities Fund (HOF) Loan Application Checklist of Required Documents

1.	Letter requesting consideration for funding submitted on applicant's letterhead	<input type="checkbox"/>
2.	Project narrative (please include data on current tenant demographic, if known)	<input type="checkbox"/>
3.	<p>Applicant's organizational documents, including the following: <i>(Please note that if the applicant is a wholly owned subsidiary or special purpose entity, the following should be provided for both the applicant and the parent organization)</i></p> <ul style="list-style-type: none"> <li>a. IRS determination letter granting organization 501(c)(3) non-profit status, if applicable</li> <li>b. Employer Identification Number or Tax Identification Number</li> <li>c. Articles of Incorporation and bylaws</li> <li>d. State Corporation Commission Certificate of Good Standing</li> <li>e. CHDO certification, if applicable</li> <li>f. Applicant's audited financial statements for the past three years, including management letters.</li> <li>g. Current balance sheet/statement of financial position</li> <li>h. Applicant's last three years' federal tax returns/990s</li> </ul>	<input type="checkbox"/>
4.	Organizational chart for applicant entity, if it is part of an LP or LLC with other members	<input type="checkbox"/>
5.	Resumes of board members and key development staff who will be involved in the project	<input type="checkbox"/>
6.	Market Study or other evidence of market support for project	<input type="checkbox"/>
7.	Location map	<input type="checkbox"/>
8.	Preliminary site plan and design sketches with building elevations (new construction), or unit by unit work sheets (rehab) with photos representing general and special conditions	<input type="checkbox"/>
9.	Unit floor plans, with unit sizes	<input type="checkbox"/>
10.	Resident relocation plan, if applicable	<input type="checkbox"/>
11.	Project development budget (Sources and Uses)	<input type="checkbox"/>
12.	Project operating budget	<input type="checkbox"/>
13.	Pro-forma (should be multiyear--to Year 40, following placement of permanent financing), with repayment of City loan highlighted	<input type="checkbox"/>
14.	Evidence of financing commitments (construction and permanent, as applicable)	<input type="checkbox"/>
15.	Virginia Housing Development Authority Application for Reservation of Low Income Housing Tax Credits (for most recent application cycle), if applicable	<input type="checkbox"/>
16.	Partnership agreement, if applicable	<input type="checkbox"/>
17.	Site control documentation (e.g., contract for sale, purchase agreement or option, long term lease)	<input type="checkbox"/>

18.	Construction cost estimate and/or construction contract with preliminary bids for work; list of subcontractors and vendors	<input type="checkbox"/>
19.	Physical needs assessment (PNA) and Phase I environmental report, if available; other engineering (structural, civil, mechanical, archeological, environmental) studies, as warranted by PNA and Phase I, or as requested	<input type="checkbox"/>
20.	Real estate appraisal	<input type="checkbox"/>
21.	Documentation regarding all other costs as specified in the Sources and Uses of Funds statement	<input type="checkbox"/>
22.	Project Development Schedule (with critical financing and construction milestones included)	<input type="checkbox"/>
23.	Photographs of the project, unit interiors (if existing) and surrounding area	<input type="checkbox"/>
24.	Letters of support (or opposition) from neighboring civic associations	<input type="checkbox"/>
25.	Table listing all notes payable, mortgages, obligations, liens, encumbrances and/or any other evidence of indebtedness on all real estate owned or held by applicant, including name of property, address, name of creditor/lender (including contact information), the date of the loan, terms of the loan and the current balance owed. Please note if any obligation is overdue by more than 30 days.	<input type="checkbox"/>
26.	Copies of all loan agreements, notes, deeds of trust, covenants, regarding the property for which you are seeking City assistance (if applicable)	<input type="checkbox"/>
27.	Title report for the property (will need to be updated within 30 days of the date the loan agreement is anticipated to be executed by the City and the applicant)	<input type="checkbox"/>
28.	List of local or state government agencies that have provided loans to applicant, including a contact person for each	<input type="checkbox"/>
29.	List of five business references, with contact information	<input type="checkbox"/>
30.	Most recent Dun and Bradstreet Business Information Report	<input type="checkbox"/>
31.	Table listing any pending litigation in which the applicant, its employees and/or its Board of Directors is a party, including the caption, the court in which the matter is filed, the nature of the claims and the current status, including anticipated outcome.	<input type="checkbox"/>
32.	List of any debarment or adverse actions taken, or pending, against the applicant or any other related entity by a local, state or federal government/agency.	<input type="checkbox"/>
33.	Board of Directors' resolution authorizing submission of this loan application, including an acknowledgement that the application and supporting materials will be reviewed by the Board President and Treasurer prior to submission	<input type="checkbox"/>
34.	Name and title of person authorized to sign the City loan agreement on behalf of the applicant	<input type="checkbox"/>
35.	Proof of insurance, in amounts required by the City, naming the City as an additional insured (to be provided at closing, or before)	<input type="checkbox"/>
36.	List and describe any renovation or rehabilitation work undertaken on the property in the past 5 years, including the scope and cost of the work, and the name of the contractor who performed the work.	<input type="checkbox"/>
37.	Executed Disclosure and Certification statement	<input type="checkbox"/>

**DISCLOSURE AND CERTIFICATION**

I certify that I am knowledgeable regarding the information and/or documents requested and provided pursuant to this loan application.

I understand and agree to comply with the City of Alexandria’s disclosure requirements, which include an ongoing reporting obligation should any of the answers or materials provided need to be substantively revised, supplemented or changed at any time during the application and/or loan period.

I understand that the organization which I represent has an ongoing responsibility to report any matters or developments which may substantively and/or adversely impact the City of Alexandria’s investment and/or its participation in the project at any time prior to or during the loan period, and that the failure to meet this responsibility may be considered a default as that term is defined in the City loan agreement.

NAME OF APPLICANT ORGANIZATION: \_\_\_\_\_

\_\_\_\_\_  
Board President/Chairman

\_\_\_\_\_  
Date

\_\_\_\_\_  
Board Treasurer/CFO

\_\_\_\_\_  
Date