

RENTAL TAX-EXEMPT INITIAL BOND CHECKLIST

Due with submission of the Virginia Housing Loan Application

This is not meant to be a comprehensive list of all items needed for a tax-exempt deal.

PROJECT NAME: _____

DATE: _____ PREPARED BY: _____

#		YES	NO	COMMENTS/NOTES
1.	Is the entire project on one parcel of land or on separate parcels that are contiguous (but for a road or stream)?			
2.	Will entire project be owned by one tax owner that is unrelated to the seller?			
3.	Will entire project consist only of residential units plus facilities related to such?			
4.	Will any portion of the project consist of commercial space (store, cell tower, day care, neighborhood center, YMCA, e.g.)?			
5.	Will any portion of the project have facilities available for use by those than tenants, guests of tenants or building staff, unless funded with non-bond proceeds?			
6.	Have any of the bond-funded costs been incurred more than 60 days before the Date of the Declaration of Official Intent greater than \$100,000 or those that qualify as "preliminary"?			
7.	Are all of the bond-funded costs for construction, acquisition of land or real property, rehab, on-site improvements, architect/engineer, furnishings, appliances or, before the project is placed in service, loan interest, insurance, r/e taxes?			
8.	Will (or are) all of the units of similar construction and quality (differences in finishes are okay)?			

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9.	Will (or does) each unit contain separate and complete facilities for living, sleeping, eating, cooking and sanitation (special rules for SROs)?			
10.	Will any medical or supportive services be provided?			
11.	Will amenities provided (parking, laundry, tot lot, congregate meals, gym, community building, trash room, e.g.) either be provided without extra charge or at a charge that only covers the owner's cost to provide such (no profit)?			
12.	Are the facilities that are provided in addition to the units of a size and type commensurate with the project?			
13.	Is any portion of the provided services available to other than tenants, their guests, or building staff?			
14.	Other than a resident manager-type unit, will any unit be rented/provided to anyone other than the general public (low-income, elderly, special needs, artists, or groups for whom there is a state or federal housing policy are considered general public)?			
15.	Will any low-income unit be occupied by students (there are special exceptions when students are okay)?			
16.	Will all units be rented to natural persons (not corporations or businesses... there are special rules for such)?			
17.	Will any units be set-aside for employees of a certain business, the federal government, military, etc.?			
18.	If the project is existing property, will there be at least 15% rehab within 2 years (15% of the portion of acquisition paid with bond proceeds)?			
19.	If the project is in acquisition/rehab, has the required % of low-income tenants been certified as of the earlier date the loan closes or bonds issued?			

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20.	Are any future phases being contemplated? If so, please explain in the comments box.			
21.	Is there any seller take-back financing, seller loans, or other seller involvement after the sale of the project?			
22.	Will there be any assumption of outstanding debt?			
23.	If there is seller financing, is any such loan at market rate, with a stated maturity and payment schedule, and are there sufficient projected revenues to pay such debt?			
24.	Will any person who had ownership interest in the project (or land) before this transaction have any ownership interest in the bond-financed project (the actual rule is more than 50% ownership before and after" sale but is not straightforward)? If there is a related party involved, please provide the incentive management contract.			
25.	Will in excess of 95% of the proceeds of the bonds for this borrower be for "good costs" (capital costs for the project meeting the DOI) (determined by an accountant's certificate)?			
26.	Will all units be rented on other than a transient basis (1-yr leases)?			
27.	Will the project meet either 20% of the units at 50% AGMI or 40% of the units at 60% AMGI? (note which and when)			
28.	Has an appraisal been obtained that shows economic life of the project and a value that exceeds the loan amount?			
29.	Does the developer have site control at this time?			
30.	Is there a Declaration of Official Intent executed by Virginia Housing? (provide date)			
31.	Are more than 25% of bond proceeds for land acquisition?			

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32.	Is the land being conveyed pursuant to a ground lease? (provide number of years). If so, will the ground lease be subordinated to Virginia Housing's Deed of Trust?			
33.	Will the property be subdivided prior to closing of the Virginia Housing loan?			
34.	Will the property be subject to a property owner's association (e.g. HOA, condo association)?			
35.	Will the development be served by off-site parking?			
36.	Will the property be subject to proffers, ordinances, agreements, ground leases, or other instruments of record which impose income restrictions or other affordable housing requirements?			
37.	Will there be any HUD or RAD approvals needed?			
38.	Does the project cash flow each year of the loan?			
39.	A sources and uses grid (DCA or proforma) has been provided showing all sources of project finance and which funds will pay which costs			
40.	If there is commercial or public space, the allocation method has been provided (note n/a if none)			
41.	TEFRA Information has been received by Virginia Housing.			
42.	For 9/4 hybrid deals, are there any site amenities located on the 4% deal side?			
43.	For 9/4 hybrid deals, will there be any shared facilities including but not limited to trash chutes/dumpsters, shared drive aisles, shared elevators, etc.?			

#		YES	NO	COMMENTS/NOTES
44.	Any Additional Notes or Details:			

IN WITNESS WHEREOF the Mortgagor has caused this application to be executed in its name on this

_____ day of _____, 20_____.

Approved Mortgage Banker/Broker

Legal Name of Mortgagor

By: _____

By: _____

Title: _____

Title: _____