

## EXHIBIT A

### South Carolina State Housing Finance and Development Authority 2016 LIHTC Application Checklist

The Application Checklist must be submitted with the Tax Credit Application.

Development Name: \_\_\_\_\_ County: \_\_\_\_\_

Check Off each category for which documents are being submitted. If a section is not applicable mark the section as N/A. Blank or incorrectly checked boxes WILL BE considered incomplete and/or missing documents.

TAB	Document	Comments	Check Off
1	Application	All required signatures must be originals. Faxes will not be accepted.	
2	Application Fees	A \$5,500 Application Fee is due at the time of application submission.	
		A \$600 Market Study Fee is due at the time of application submission.	
3	Application Checklist	Exhibit A	
4	Attorney Opinion Letter(s)	Exhibit C (Tax Credit Eligibility)	
		Exhibit D (Acquisition/Rehabilitation Developments)	
		Exhibit E (Nonprofit Eligibility)	
		Exhibit O (Identity of Interest)	
5	Developer Certification for Project Rejection Form	Form 1 - Certification for Development Rejection Form	
6	Entity Information	Exhibit P - Identity of Interest Certification	
		Form LP	
		Form LLC	
		Form CORP	
		Valid Certificate of Existence for <u>each</u> Ownership Entity (all LPs, LLCs and Corps) from the SC Secretary of State.	
		Articles of Incorporation <u>or</u> Charter <u>or</u> By-Laws for <u>ALL</u> entities that make up any part of the general partner ownership entity.	
7	Nonprofit Information - Provide these documents <b>ONLY</b> if applying in the Nonprofit Set-Aside	IRS Determination of Nonprofit Status - 501(C)(3) or 501 (C)(4) Letter.	
		Most Current IRS Form 990 (2012, 2013, 2014).	
		Certificate of Existence from the SC Secretary of State.	
		List of Nonprofit Board Members indicating the number of years they have served on the Board.	
		List of Full Time Employees and their responsibilities	
		Narrative Statement/Plan for Material Participation. Refer to pages 8 and 9 in the 2015-2016 Tax Credit Manual.	
		By-Laws <u>and</u> Mission Statement. Evidence that the Nonprofit has among its exempt purposes the fostering of low-income housing.	

8	Entity Agreement	Development Agreement			
		Initial Partnership Agreement or LLC Operating Agreement			
9	Previous Tax Credit Participation	Exhibit B - 2015 South Carolina Tax Credit Completion Status - Refer to page 3 in the 2015-2016 QAP.			
		Exhibit K - Refer to page 2 and page 8 in the 2015-2016 QAP.			
		Exhibit K-1 - Refer to page 8 in the 2015-2016 QAP.			
10	Architect and/or Professional Engineer Certification	Exhibit G			
11	Development Narrative	Refer to page 11 in the 2015-2016 Tax Credit Manual.	a	e	h.2
			b	f	h.3
			c	g	h.4
			d	h.1	Form 2
12	Site Control Documents	Refer to page 12 in the 2015-2016 Tax Credit Manual. *(e) not required if (a) provided.	a, b, c, or d		
			*e	f-if applicable	
13	Zoning/Locational Standards	Letter from City/County Official verifying the current site zoning classification. Refer to page 12 in the 2015-2016 Tax Credit Manual.			
14	Site Suitability Determination and General Site Information	Refer to page 12 in the 2015-2016 Tax Credit Manual.	a	e	
			b	f	
			c	g	
			d	h	
15	Qualified Census Tract Verification	Letter from City/County verifying Federal Census Tract Number. Refer to page 15 in the 2015-2016 Tax Credit Manual.			
16	Acquisition/Rehabilitation Developments	Initial Building Placed-In-Service Date Information.			
		Acquisition Building Service Dates - provide date building(s) will be acquired.			
		Evidence of Existing Rental Subsidies (if applicable).			
		Current Rent Roll, certified by the property manager.			
		Form 3 - Developer Relocation Certification & Tenant Profile Form			
		Relocation Plan (if applicable) - Refer to page 11 in the 2015-2016 Tax Credit Manual.			
17	Utility Allowance Estimate	Current Utility Cost Estimate - Refer to pages 11, 18 and 19 in the 2015-2016 Tax Credit Manual and Exhibit U for completing information on page 6 of the Tax Credit Application.			
18	Physical Needs Assessment Report (if applicable)	Physical Needs Assessment Report - refer to page 14 in the 2015-2016 Tax Credit Manual			
		Exhibit R - refer to page 14 in the 2015-2016 Tax Credit Manual			
19	Market Study	Market Study prepared by an Authority approved market analyst. Refer to page 7 in the 2015-2016 QAP and page 13 in the 2015-2016 Tax Credit Manual.			
		Exhibit S-2 Primary Market Area Analysis Summary to be included in the market study.			
		Exhibit S-2 Rent Calculation Worksheet to be included in the market study.			
20	Affirmative Fair Housing Marketing Plan	Affirmative Fair Housing Marketing Plan and form M-53 Fair Housing Developer Certification. Refer to page 13 in the 2015-2016 Tax Credit Manual.			

21	Phase I Environmental Report	Phase I Environmental Assessment Report - Applicable to <b>all</b> applicants applying for tax credits. Refer to page 13 in the 2015-2016 Tax Credit Manual.	
22	Railroad Noise Study	Third Party Railroad Noise Study - Refer to page 6 in the 2015-2016 QAP.	
		Railroad Mitigation Plan - Refer to page 6 in the 2015-2016 QAP.	
23	Development Targeting/Extended Use Characteristics	Copy of Certified Letter sent to Public Housing Authority - Refer to page 8 in the 2015-2016 QAP.	
		Marketing Plan - Refer to pages 8-9 in the 2015-2016 QAP.	
		Letter from Disability Agency (if applicable). Refer to page 9 in the 2015-2016 QAP.	
		Historic Character Certification (if applicable) - Refer to page 9 in the 2015-2016 QAP.	
		Tenant Ownership Plan (for tie breaker criteria). Refer to page 14 in the 2015-2016 QAP.	
		Tenant Ownership Conversion Agreement (for tie breaker criteria). Refer to page 14 in the 2015-2016 QAP.	
		Letters of Support from City Manager, Mayor or County Administrator. Refer to page 9 in the 2015-2016 QAP.	
24	Financing Information	Letter of Intent - RHS Form AD622 (if applicable).	
		Deferred Developer Fee - Statement of terms of the deferred repayment obligation. Refer to page 20 in the 2015-2016 Tax Credit Manual.	
		Nonprofit Resolution for Deferred Developer Fee (if applicable). Refer to page 20 in the 2015-2016 Tax Credit Manual.	
		Conventional Letter of Intent for Construction and Permanent Financing. Refer to page 22 in the 2015-2016 Tax Credit Manual.	
		2014 or 2015 Financial Statements. Refer to page 3 in the 2015-2016 QAP.	
		Repayment Schedule for all "Soft" Loans (if applicable). Refer to page 22 in the 2015-2016 Tax Credit Manual.	
		Other Funding Commitments (if applicable).	
		Fifteen (15) year pro-forma financial statement. Refer to pages 22-23 in the 2015-2016 Tax Credit Manual.	
25	Appraisal	Refer to page 13 in the 2015-2016 Tax Credit Manual.	
26	Syndication Information	Syndication Letter of Intent - must contain the ownership percentage, equity contribution, syndication factor, and expected annual tax credit. Refer to page 23 in the 2015-2016 Tax Credit Manual.	
27	Other Opinions & Certifications	City/County/Legislative Notification Letters - Refer to page 3 in the 2015-2016 QAP.	
		City/County Parking Space Regulatory Code Requirements. Refer to page 15 in the 2015-2016 Tax Credit Manual.	
		Community Revitalization Development Plan (if applicable). Refer to page 14 in the 2015-2016 QAP and page 15 in the 2015-2016 Tax Credit Manual.	
		Tenant Service Provider Letters- Nonprofit and Underserved Set-Asides. Refer to page 13 in the 2015-2016 QAP	

28	HOME Information (if applicable)	HOME Application & Exhibits	
		M-47T HOME Funding Eligibility Certification Form - Refer to page 10 (Item K-iii) in the 2015-2016 Tax Credit Manual.	

If upon the submission of either the Verification of 10% Expenditure Application or the Placed In Service Application it is determined that the development is not substantially the same as the development described in the initial tax credit application, the development will not be considered for an allocation of Low-Income Housing Tax Credits.