

EXHIBIT A

South Carolina State Housing Finance and Development Authority Tax Exempt Bond Initial Application Checklist

The Application Checklist must be submitted with the TEB Application.

Development Name: _____ County: _____

This Proposed TEB Development is subject to the QAP and Tax Credit Manual effective for calendar year ____.

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.			
		Acknowledgement and Agreements			
		Bond Program Disclaimer			
2	Application Fees	A \$1,000.00 or \$20.00 per unit fee, whichever is greater, is due at the time of application submission.			
3	Application Checklist	Exhibit A			
4	Bond Counsel and Investment Banker Requests	Bond Counsel Designation Request			
		Investment Banker Designation Request			
5	Entity Information	Certificate of Good Standing			
		Exhibit P - Identity of Interest Certification			
		Form LP			
		Form LLC			
		Form CORP			
	Articles of Incorporation or Charter or By-Laws for <u>ALL</u> entities that make up any part of the general partner ownership entity.				
6	Nonprofit Information – Provide these documents ONLY if applying as a Nonprofit	IRS Determination of Nonprofit Status - 501(C)(3) or 501 (C)(4) Letter.			
7	Entity Agreement	Development Agreement			
		Initial Partnership Agreement or LLC Operating Agreement			
8	Previous Tax Credit Participation	Exhibit K			
9	Architect and/or Professional Engineer Certification	Exhibit G - Use effective LIHTC year's form.			
		Mandatory Design Waiver Certification			
10	Development Narrative	Refer to applicable Tax Credit Manual.	a	b	c
			d	e	f
11	Site Control Documents	Refer to applicable Tax Credit Manual *(e) not required if (a) provided.	a, b, c, or d		
			*e	f	
12	Zoning/Locational Standards	Letter from City/County Official verifying the current site zoning classification.			
13	Site Suitability Determination and General Site Information	Refer to applicable Tax Credit Manual.	a	c	
			d	e	
			f	g	

14	Qualified Census Tract Verification	Letter from City/County verifying Federal Census Tract Number.	
15	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 applicable Tax Credit Manual.	
16	Utility Allowance Estimate	Current Utility Cost Estimate - Refer to applicable Tax Credit Manual and Exhibit U.	
17	Physical Needs Assessment Report (if applicable)	Physical Needs Assessment Report - Refer to applicable Tax Credit Manual.	
		Exhibit R - refer to applicable Tax Credit Manual.	
18	Market Study	Market Study prepared by an Authority approved market analyst.	
		Exhibit S-2 Primary Market Area Analysis Summary to be included in the market study. Use effective LIHTC year's form.	
		Exhibit S-2 Rent Calculation Worksheet to be included in the market study.	
19	Phase I Environmental Report	Phase I Environmental Assessment Report - Refer to applicable Tax Credit Manual.	
20	Railroad Noise Study	Third Party Railroad Noise Study - Refer to applicable QAP.	
		Railroad Noise Mitigation Plan - Refer to applicable QAP.	
21	Development and Targeting Characteristics	Copy of Certified Letter sent to Public Housing Authority - Refer to applicable QAP.	
		Marketing Plan - Refer to applicable QAP.	
22	Financing Information	Letter of Intent - RHS Form AD622 (if applicable).	
		Letter of Intent - HUD (if applicable).	
		Conventional Letters of Intent for Construction and Permanent Financing. Refer to applicable Tax Credit Manual.	
		Repayment Schedule for all "Soft" Loans (if applicable). Refer to applicable Tax Credit Manual.	
		Other Funding Commitments (if applicable).	
23	Appraisal	Refer to applicable Tax Credit Manual	
24	Syndication Information	Syndication Letter of Intent - must contain the ownership percentage, equity contribution, syndication factor, and expected annual tax credit.	
25	Other Opinions & Certifications	City/County Notification Letters - Refer to applicable QAP.	
		City/County Parking Space Regulatory Code Requirements - Refer to applicable Tax Credit Manual.	
		Historic Character Certification (if applicable) - Refer to applicable QAP.	
26	HOME Information (if applicable)	HOME Application & Exhibits	

If upon the submission of the Placed In Service TEB Application it is determined that the development is not substantially the same as the development described in the Initial TEB Application, the development will not be considered for an allocation of Low-Income Housing Tax Credits.