

## EXHIBIT A

### South Carolina State Housing Finance and Development Authority 2010 LIHTC PLACED-IN-SERVICE Application Checklist

**This Application Package Checklist must be submitted with the Placed-In-Service Application.**

**Development Name:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**Please check off each category for which documents are submitted or mark as N/A.**

TAB	Document	Comments	Check Off
1	Placed-In-Service Application	All required <b>signatures</b> must be <b>originals</b> . Faxes will not be accepted.	
	Compliance/Monitoring Fee	Fee is equal to <b>\$35.00</b> for each LIHTC unit in the development.	
2	Placed-In-Service Application Checklist	<b>Exhibit A Placed-In-Service</b>	
3	Attorney Opinion Letters	<b>Exhibit C</b> (Tax Credit Eligibility)	
		<b>Exhibit D</b> (Acquisition/Rehabilitation Projects)	
		<b>Exhibit E</b> (Nonprofit Eligibility)	
4	Architect and/or Professional Engineer Certification	<b>Exhibit G Placed-In-Service</b>	
5	Cost Information	<b>Exhibit J-1</b> CPA Placed-In-Service Certification Letter	
		<b>Exhibit J-2</b> CPA Schedule of Eligible & Qualified Basis by Building	
		<b>Exhibit J-3</b> CPA Schedule of Total Development Cost	
		<b>Exhibit J-4</b> CPA Schedule of Qualified Basis	
		<b>CPA Certification of Percentage of Aggregate Basis Financed by Tax Exempt Bonds</b> (applies only to developments with bond financing that are seeking low-income housing tax credits)	
		<b>Deferred Developer Fee – Note</b> evidencing the principal amount and terms of repayment of any deferred repayment obligation.	
		Current applicable <b>Utility Cost Estimate</b>	
6	Entity Agreements	<b>Final Partnership Agreement</b>	
		<b>Operating Agreement of LLC's</b> (if applicable)	
7	Rent Roll	<b>Certified Rent Roll</b> for both new construction and rehabilitation projects.	
8	Permanent Financing Information	<b>RHS Form 1944-51</b> (if applicable)	
		<b>Permanent Loan Commitment(s)</b>	
		<b>Other Commitments</b>	
9	Syndication Information	<b>Syndication Agreement Letter</b> – This document must include: Syndication Proceeds Amount, Syndication Value per Tax Credit dollar, and Expected Annual Tax Credit.	
10	Completion Information	<b>Certificate(s) of Occupancy</b> - For both new construction and rehabilitation projects, the Authority requires that all units in all buildings be <b>100% complete</b> and available for immediate occupancy.	

If, upon the submission of the **Placed-in-Service Application**, it is determined that the development is not substantially the same as the development described in the Tier Two Application, the development will not receive an allocation of Low-Income Housing Tax Credits. It is expected that developments to which Low-Income Housing Tax Credits were allocated will be the same as the developments that are placing in service.