

## EXHIBIT A

### South Carolina State Housing Finance and Development Authority 2010 LIHTC TIER TWO Application Checklist

This Application Package Checklist must be submitted with the Tier Two 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	Application	All required <b>signatures</b> must be <b>originals</b> . Faxes will not be accepted.	
	Application Fee	A <b>\$5,000</b> application fee is due at the time of application submission.	
2	Application Checklist	<b>Exhibit A Tier Two</b>	
3	Attorney Opinion Letter(s)	<b>Exhibit C</b> (Tax Credit Eligibility)	
		<b>Exhibit D</b> (Acquisition/Rehabilitation Developments)	
		<b>Exhibit E</b> (Nonprofit Eligibility)	
4	Site Control Document	<b>Notarized Letter</b> – Refer to <b>page 12</b> in the 2010 Tax Credit Manual	
5	Zoning/Locational Standards	Refer to <b>page 12</b> in the 2010 Tax Credit Manual	
6	Architect and/or Professional Engineer Certification	<b>Exhibit G Tier Two</b>	
7	Cost Information - Alternative Plan for AHP Funding	Alternative Narrative Plan for AHP Funding and revised application pages 7, 8, 9 and 12	
8	Entity Information	<b>Form LP</b>	
		<b>Form LLC</b>	
		<b>Form CORP</b>	
		Valid <b>Certificate of Existence</b> for <u>each</u> ownership entity (all LPs, LLCs, and Corps) from the SC Secretary of State's Office.	
		Articles of Incorporation <u>or</u> Charter <u>or</u> By-laws for <b>ALL</b> entities that <b>make up the ownership entity</b> .	
9	Nonprofit Information - Provide this information if a Nonprofit is a General Partner or Member of an LLC	IRS Determination of Nonprofit Status – <b>501(C)(3) or 501(C)(4) Letter</b>	
		Most Current <b>IRS Form 990</b> (2007, 2008)	
		<b>Certificate of Existence</b> from the SC Secretary of State's Office	
		<b>List of Nonprofit Board Members</b> indicating the number of years they have served on the Board.	
		<b>List of Full Time Employees</b> and their responsibilities	
		<b>Narrative Statement/Plan for Material Participation</b> – Refer to <b>page 7</b> in the 2010 Tax Credit Manual	
		<b>By-Laws and Mission Statement</b> - Evidence that Nonprofit has among its exempt purposes the fostering of low-income housing.	
10	Entity Agreement	<b>Development Agreement</b>	
		<b>Initial Partnership Agreement or LLC Operating Agreement</b>	
11	Identity of Interest Certification	<b>Exhibit P</b>	

12	Utility Allowance Estimate	<b>Applicable Utility Cost Estimate-</b> (most current) Refer to Exhibit U for completing page 6 of the Tax Credit application.	
13	Development and Targeting/Extended Use Characteristics	<b>Tenant Ownership Plan</b> (if applicable)- refer to <b>page 6</b> in the 2010 QAP	
		<b>Tenant Ownership Conversion Agreement</b> (if applicable)- refer to <b>page 6</b> in the 2010 QAP	
		<b>Marketing Plan-</b> refer to <b>page 6</b> in the 2010 QAP	
		<b>Letter from Disability Agency</b> (if applicable)- refer to <b>page 6</b> in the QAP	
14	Acquisition/Rehabilitation Developments	<b>Initial Building Placed-In-Service Date Information</b>	
		<b>Acquisition Building Service Dates</b> (date they will be acquired)	
		<b>Evidence of Existing Subsidies</b> (if applicable)	
		<b>Relocation Plan</b> (if applicable)	
		<b>Form 3-</b> Developer Relocation Certification & Tenant Profile Form	
15	Physical Needs Assessment Report (if applicable)	<b>Physical Needs Assessment Report-</b> refer to <b>page 12</b> in the 2010 Tax Credit Manual	
		<b>Exhibit R</b>	
16	Financing Information	<b>Letter of Intent - RHS Form AD622</b> (if applicable)	
		<b>Deferred Developer Fee</b> – Statement of terms of the deferred repayment obligation	
		<b>Deferred Developer Fee - Nonprofit Resolution</b> (if applicable)	
		<b>Conventional Letter of Intent for Construction and Permanent Financing</b>	
		<b>Firm Construction Financing/ Letter of Commitment-</b> refer to <b>page 8</b> in the 2010 QAP	
		<b>Repayment Schedule for all “Soft” Loans</b> (if applicable)	
		<b>Other Funding Commitments</b> (if applicable)	
17	Syndication Information	<b>Syndication Letter of Intent</b> must contain the ownership percentage, equity contribution, syndication factor, and expected annual tax credit.	
18	Opinions, Certifications, and Exhibits	Parking Space Regulatory Code/Requirement (if applicable)- refer to <b>page 13</b> of the 2010 Tax Credit Manual	
19	HOME Information (if applicable)	<b>HOME Application &amp; Exhibits</b>	
		<b>HOME Manager confirmation of eligibility</b>	

If, upon the submission of the **Tier Two Application** it is determined that the development is not substantially the same as the development described in the Tier One Application, the development will not be considered for an allocation of Low-Income Housing Tax Credits.