

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

Project Name: \_\_\_\_\_ County: \_\_\_\_\_

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

<b>Tab</b>	<b>Document</b>	<b>Comments</b>	<b>Initial</b>
1	<b>Placed-In-Service Application</b>	All required signatures must be originals. Faxes will not be accepted.	
2	<b>Placed-In-Service Application Checklist</b>	Placed-In-Service Checklist.	
3	<b>Final SRDP Draw Requests</b>	Final <b>SRDP-15A</b> Request For Payment of <b>HOME Funds</b> with the associated <b>SRDP-15B</b> Draw Summary Form for <b>HOME Funds</b> . Include all appropriate documentation to support payment request.	
		Final <b>SRDP-15A</b> Request For Payment of <b>NHTFs</b> with the associated <b>SRDP-15B</b> Draw Summary Form for <b>NHTFs</b> . Include all appropriate documentation to support payment request.	
		Final <b>SRDP-15A</b> Request For Payment of <b>SCHTFs</b> with the associated <b>SRDP-15B</b> Draw Summary Form for <b>SCHTFs</b> . Include all appropriate documentation to support payment request.	
4	<b>Cost Information</b>	Cost Certification performed by an independent, third party, licensed CPA.	
		Current applicable Utility Cost Estimate.	
5	<b>Rent Roll</b>	Certified Rent Roll for both new construction and rehabilitation projects.	
6	<b>Permanent Financing Information</b>	Permanent Loan Documents-(Executed Documents detailing Terms of Permanent Financing)	
		Other Commitments/Executed Funding Documents.	
7	<b>Completion Information</b>	Certificate(s) of Occupancy - For both new construction and rehabilitation projects, the Authority requires that all units in all buildings be 100% complete and available for immediate occupancy.	
8	<b>Unit Designation</b>	<b>SRDP-14</b> Unit Designation Form	

***If, upon the submission of the SRDP Placed-in-Service Application, it is determined that the project is not substantially the same as the project described in the Initial SRDP Application, the project will not receive the balance of the SRDP funds awarded. It is expected that projects to which SRDP funds were awarded will be the same as the projects that are placing in service.***