Applications must be submitted in one or more three-ring binders with all attachments provided in the order listed. Attachments must be tabbed and numbered as in this Attachments Checklist.A complete color copy of the Application, including all attachments, in PDF file format with protected personal information such as Social Security numbers and Board member home addresses, redacted, must be uploaded to <https://mfa.internal.housingnm.org/FileTransferHD>.  The PDF must be bookmarked for each Application Tab (Tab), and named accordingly (e.g. “Tab 1”, “Tab 1a”, “Tab 2”, etc.).

Project Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Loan Amount Requested: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Loan Program: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

| Tab | Document/schedules required for all homeownership applications | Check if Present | MFA Use |
| --- | --- | --- | --- |
| 1 | Application checklist |  |  |
| 2 | Project Narrative (maximum one page) |  |  |
| 3 | Application fee: $250 |  |  |
| 4 | Omnibus Signature Page and Certification (form available on the website) |  |  |
| 5 | One-page summary of Developer’s affordable housing experience |  |  |
| 6 | Rehabilitation Scope of Work (if applicable) |  |  |
| 7 | Organizational Chart for Proposed Project Owner |  |  |
| 8 | Applicant’s Certification (for review, signature covered in Omnibus) |  |  |
| 9 | Homeownership Development Project Application (4 pages) |  |  |
| 10 | Homeownership Development Schedules A, B, C, D, E & H |  |  |
| 11 | List of full-time staff & sources of funds (nonprofits only) |  |  |
| 12 | Resumes of the Development Team (i.e., Developer, Contractor, Architect & Consultant) showing name of firm, contact person, office address & phone number |  |  |
| 13 | List of current Board members (nonprofits only) with home addresses. |  |  |
| 14 | Location map & detailed directions to the site |  |  |
| 15 | Survey, if available (required prior to close) |  |  |
| 16 | Preliminary site plan & landscaping plan |  |  |
| 17 | Preliminary outline specifications |  |  |
| 18 | Building elevations & floor plans |  |  |
| 19 | Architect’s Certification of drawings/specifications & compliance with MFA’s Mandatory Design Standards for Development of Single Family Units for Homeownership (form available on the website). |  |  |
| 20 | Evidence of Site Control. **For HOME only**, purchase contracts must be subject to cancellation with only nominal penalties if HUD Part 58 Environmental Review approval is not obtained. Property may not be acquired or site work conducted until MFA gives environmental clearance.. |  |  |
| 21 | Title binder or title search showing encumbrances on property (dated not more than 3 months before Initial Application date). |  |  |
| 22 | Legal description of site |  |  |
| 23 | Letter from Local Zoning (or Planning) Official stating that Zoning does not Prohibit the Proposed Project and Specifying Other Required Permits. |  |  |
| 24 | FEMA flood plain map showing the flood plan designation |  |  |
| 25 | Market study, if available at application, or other proof of demand as determined necessary by MFA (required prior to loan approval). Market Studies must include the ***Certification of Qualified Professional****, which can be found on MFA’s website.* |  |  |
| 26 | Phase I Environmental Site Assessment (ESA) & Phase II, if applicable, both updated if more than six months older than application date. If funds are being requested for rehabilitation, contact the Housing Development Program Specialist for applicability of lead-based paint and asbestos requirements. |  |  |
| 27 | General Contractor contract, if available (required prior to close). |  |  |
| 28 | Letters of interest or Financing Commitments, if available (commitments required prior to close). |  |  |
| 29 | Financial Statements:  **Borrower:** N/A if the proposed Borrower is a new entity with no history.  **Nonprofits & Housing Authorities (includes tribal/ TDHE):**  CPA-Audited financial statements for the previous three fiscal year ends (unaudited statements are acceptable for the most recent fiscal year if the audit is not yet available) and a year-to-date company prepared financial statement dated within 3 months of the application**.**  **For-Profits Entities:** Same as above except that CPA-reviewed statements are acceptable if there are no audits available.  For acquisition/rehabs provide the above information for the existing entity.  **Guarantors**: Guaranties acceptable to MFA are required if funds are to be used during construction (may be released after completion). Requirements are the same as for Borrower. If CPA-audited or CPA-reviewed statements are not available, then MFA may allow the guaranty of an individual. Submit: (a) last 3 years of federal tax returns with all schedules, attachments & K1’s, (b) Personal Financial Statement\* (HUD form 92417 or equivalent), &  (c) Personal Cash Flow statement\*  \**b & c must be signed & dated within 90 days of application date.* |  |  |
| 30 | Current YTD Financial Statements – including income statement and balance sheetfor General Partner(s) *(dated within 3 months of application).* |  |  |
| 31 | Appraisals (As-is & pro-forma), if available (may be required before close). |  |  |
|  | **Organizational Documents of Borrower/Owner/Guarantor if available at application (required prior to close)** |  |  |
| 32 | Certificate of Incorporation or similar document for LLCs, Partnerships or Tribally Designated Housing Entities. |  |  |
| 33 | Articles of Incorporation (Corporations), Articles of Organization (LLCs) or Partnership Agreement (Partnerships) or similar document for Tribally Designated Housing Entities. |  |  |
| 34 | Bylaws (Corporations), Operating Agreement (LLCs) or similar document for Partnerships or Tribally Designated Housing Entities. |  |  |
| 35 | Certificate of Good Standing from the NM Public Regulation Commission if a corporation or LLC. |  |  |
| 35 | Certificate of Existence from the NM Secretary of State if a partnership. |  |  |
| 37 | IRS Designation Letter Verifying 501(c)(3) or (4) Tax Exempt Status under Code Section 501(a), (if applicable) |  |  |
| 38 | Evidence of current registry with the New Mexico Attorney General’s Office’s Registry of Charitable Organizations (nonprofits only) |  |  |
|  | **Program Specific Information** |  |  |
| 39 | **NMHTF only** - Applicant’s statement of how it will comply with affordability period per Affordable Housing Act Rules (i.e., loans to $14,999 – 5 years, $15,000 to $40,000 - 10 years, $40,001 to $100,000 – 15 years and over $100,000 – 20 years). |  |  |
| 40 | **NMHTF only** - If applying for Sustainability & Energy Efficiency points, per NMHTF NOFA Exhibit A item #5 Ranking Criteria, applicant must provide a signed letter from the project architect stating that the project is capable of achieving a sufficient Energy Star certification, LEED certification (of any level) orother sustainability/energy efficiency certification or rating acceptable to MFA and that the certification to which it is committing to is attainable according to its preliminary plans and specifications. |  |  |
| 41 | **NMHTF only** - Completed Exhibit A of NMHTF NOFA with self-score and signed criterion #5 (if seeking Sustainability & Energy Efficiency points). |  |  |
| 42 | **HOME only -** HUD Part 58 Environmental Review compliance documents as requested by MFA (may be submitted post application but must be approved prior to funding, land purchase, and/or site work).  See <http://www.housingnm.org/environmental-review> for guidance. |  |  |
| 43 | **Other Information Submitted by Applicant** |  |  |
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