**Tab #’s 1-12 are required; please include all available information in order to achieve completeness.**

| Tab # | Document or Schedule Required | Check if Present | For MFA Use |
| --- | --- | --- | --- |
|  | Application Fee *($250)* |  |  |
| 1 | NM Affordable Housing Tax Credit Application Checklist for Multifamily Developments |  |  |
| 2 | State Tax Credit App Scoring Worksheet |  |  |
| 3 | Narrative Description of Project *(Not to Exceed One Page)* |  |  |
| 4 | One page summary of Developer affordable housing experience |  |  |
| 5 | Loan & Grant Omnibus Signature Page and Applicant Certification (available on MFA website) |  |  |
| 6 | Architect’s Certification of compliance with MFA Mandatory Design Standards |  |  |
| 7 | Executed Development Project Application Form |  |  |
| 8 | Schedule A: Development Cost Budget |  |  |
| 8 | Schedule A-1: Sources of Funds |  |  |
| 8 | Schedule B: Unit Type and Rent Summary |  |  |
| 8 | Schedule C: Executed Operating Expense Budget |  |  |
| 8 | Schedule C-1: 15 year pro-forma cash flow projection |  |  |
| 8 | Schedule D: Executed Contractor’s and Sponsor’s Cost Breakdown |  |  |
| 8 | Schedule E: Development Schedule |  |  |
| 8 | Schedule H: Executed Principal’s Previous Participation Certificate |  |  |
| 8 | Schedule I: Executed Previous Participation of Management |  |  |
| 9 | Developer/Sponsor Resume¹ with references |  |  |
| 10 | Management Agent Resume[[1]](#footnote-1) |  |  |
| 11 | Contractor Resume1 |  |  |
| 12 | Architect Resume¹ |  |  |
| 13 | Articles of Incorporation or organizational documents verifying governmental status |  |  |
| 14 | Audited Organizational Financial Statement |  |  |
| 15 | Current Organizational Budget and Variance Report *(dated within 3 months of application)* |  |  |
| 16 | Current Financial Reports *(dated within 3 months of application)* |  |  |
| 17 | Local Jurisdiction Support Letter |  |  |
| 18 | Evidence of Site Control |  |  |
| 19 | Site Survey |  |  |
| 20 | Legal Description of Site |  |  |
| 21 | Location Map and Detailed Directions to the Site |  |  |
| 22 | Preliminary Site Plan and Landscaping Plan |  |  |
| 23 | Preliminary Outline Specification |  |  |
| 24 | Typical Unit Floor Plans |  |  |
| 25 | Building Elevations |  |  |
| Of the following, please provide documents if applicable: | | | |
| 26 | For nonprofit developers: IRS Designation Letter Verifying 501(c)(3) or (4) Status Exempt from Tax under Code Section 501(a) (if applicable) |  |  |
| 27 | For nonprofit developers: If 501(c)(3); Confirmation of filing with the Attorney General’s office providing proof that it is in compliance with the Charitable Solicitations Act NMSA 1978§ 57-22-1, et.seq. |  |  |
| 28 | For nonprofit developers: Certificate of Good Standing (dated within 30 days of application) |  |  |
| 29 | For nonprofit developers: Current List of Board Members indicating their Home Addresses |  |  |
| Of the following, please provide documents if available: | | | |
| 30 | Schedule P: Donation Sources |  |  |
| 31 | Financing Commitment Letters |  |  |
| 32 | Market Study/Appraisal information |  |  |
| 33 | Letter from Local Zoning Official stating that Zoning does not Prohibit the Proposed Project and Specifying Other Required Permits |  |  |
| 34 | Environmental review/assessment |  |  |
| 35 | Copy of Building Permits |  |  |
| 36 | Proof that utilities are available onsite or at site perimeter |  |  |
| 37 | Proof of project’s incorporation into local Redevelopment Plan |  |  |

1. All resumes must include name of firm, name of contact person, office address, telephone number, and professional affiliations. [↑](#footnote-ref-1)