| Tab # | Document or Schedule | Check if Present | For MFA Use |
| --- | --- | --- | --- |
|  | Application Fee *($250)* |  |  |
| 1 | NM Affordable Housing Tax Credit Application Checklist for Homeownership 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-SF: Development Cost Budget |  |  |
| 9 | Schedule B-SF: Plan Description and Sales Proceeds |  |  |
| 10 | Schedule C-SF: Homebuyer Affordability Analysis |  |  |
| 11 | Schedule D-SF: Sources and Uses |  |  |
| 12 | Schedule E-SF: Development Schedule |  |  |
| 13 | Schedule H: Executed Principal’s Previous Participation Certificate |  |  |
| 14 | Developer/Sponsor Resume[[1]](#footnote-1) with references |  |  |
| 15 | Contractor Resume¹ |  |  |
| 16 | Architect Resume¹ |  |  |
| 17 | Articles of Incorporation or organizational documents |  |  |
| 18 | Audited Organizational Financial Statement |  |  |
| 19 | Current Organizational Budget and Variance Report *(dated within 3 months of application)* |  |  |
| 20 | Current Financial Reports *(dated within 3 months of application)* |  |  |
| 21 | Local Jurisdiction Support Letter |  |  |
| 22 | Evidence of Site Control |  |  |
| 23 | Legal Description of Site |  |  |
| 24 | Site Survey |  |  |
| 25 | Location Map and Detailed Directions to the Site |  |  |
| 26 | Preliminary Site Plan and Landscaping Plan |  |  |
| 27 | Preliminary Outline Specification |  |  |
| 28 | Typical Unit Floor Plans |  |  |
| 29 | Building Elevations |  |  |
| **Of the following, please provide documents if applicable:** | | | |
| 30 | For nonprofit developers: IRS Designation Letter Verifying 501(c)(3) or (4) Status Exempt from Tax under Code Section 501(a) |  |  |
| 31 | 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.. |  |  |
| 32 | For nonprofit developers: Certificate of Good Standing (dated within 30 days of application) |  |  |
| 33 | For nonprofit developers: Current List of Board Members indicating their Home Addresses |  |  |
| **Of the following, please provide documents if available:** | | | |
| 34 | Schedule P: Donation Sources |  |  |
| 35 | Financing Commitment Letters |  |  |
| 36 | Market Study/ Appraisal information |  |  |
| 37 | Letter from Local Zoning Official stating that Zoning does not Prohibit the Proposed Project and Specifying Other Required Permits |  |  |
| 38 | Environmental Assessment |  |  |
| 39 | Copy of Building Permits |  |  |
| 40 | Proof that utilities are available onsite or at site perimeter |  |  |
| 41 | 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.

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