Submit in Classification Folders, Legal, 2 Partitions (i.e. 6 fasteners) with attachments tabbed, numbered & provided in the order listed. File colors: HOME: Yellow, HTF: Bright Red & Primero: Light Green (available at Staples, Office Max or similar suppliers)

Project name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Loan amount requested: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Loan Program: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

| Tab | Document/schedules required for all homeownership applications | Check if Present | MFA Use |
| --- | --- | --- | --- |
|  | Application checklist |  |  |
| 1 | Project summary (maximum one page) |  |  |
| a | Application fee: $250 |  |  |
| b | Applicant certification (form available on the website) |  |  |
| 2 | Homeownership Development application (7 pages) plus a, b, c, d & below |  |  |
| a | List of current Board members (non-profits only) with home addresses |  |  |
| b | List of full time staff & sources of funds (non-profits only) |  |  |
| c | Resumes of the Development Team (i.e. Developer, Contractor, Architect, & Consultant) showing name of firm, contact person, office address & phone number |  |  |
| 3 | Homeownership Development Schedules A, B, C, D, E & H |  |  |
| 4 | Location map & detailed directions to the site |  |  |
| 5 | Survey, if available (required prior to close) |  |  |
| 6 | Preliminary site plan & landscaping plan |  |  |
| 7 | Preliminary outline specifications |  |  |
| 8 | Building elevations & floor plans |  |  |
| 9 | Architect’s Certification of drawings/specifications & compliance with MFA’s Homeownership Design Standards (form available on the website) |  |  |
| 10 | 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). For **HOME** down payment assistance requests, please contact MFA Environmental Officer for guidance. |  |  |
| 11 | Legal description of site |  |  |
| 12 | Letter from zoning official or other proof that zoning does not prohibit the proposed project |  |  |
| 13 | FEMA flood plain map showing the flood plan designation. |  |  |
| 14 | Local Jurisdiction Support Letter signed by the Chief Elected Official (or local equivalent) of the jurisdiction where the project is located |  |  |
| 15 | Market study, if available at application, or other proof of demand as determined necessary by MFA (required prior to loan approval) |  |  |
| 16 | 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 Program Manager for applicability of lead based paint and asbestos requirements. |  |  |
| 17 | General Contractor contract, if available (required prior to close) |  |  |
| 18 | Letters of interest or Financing Commitments, if available (commitments required prior to close) |  |  |
| 19 | Financial Statements: **Borrower:** N/A if the proposed Borrower is a new entity with no history  Non-Profits & Housing Authorities (includes tribal/ TDHE):  Audits for the previous three fiscal year ends (unaudited acceptable for the most recent fiscal year if the audit is not yet available) and a year-to-date 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.  For acquisition/rehabs provide the above info for the existing entity.  **Owner:** Defined as the ultimate owner with the financial capacity to own and manage affordable housing. N/A for newly formed or pass-through entities & limited partners/investor members. Same requirements as above if available, if not, supply available information.  **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 audits 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 & K-1s, (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) |  |  |
| 20 | 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)** |  |  |
| 21 | Certificate of Incorporation or similar document for LLCs, Partnerships or Tribally Designated Housing Entities |  |  |
| 22 | Articles of Incorporation or similar document for LLCs, Partnerships, or Tribally Designated Housing Entities |  |  |
| 23 | By Laws or similar document for LLCs, Partnerships, or Tribally Designated Housing Entities |  |  |
| 24 | Certificate of Good Standing from the NM Public Regulation Commission if a corporation or LLC |  |  |
| 25 | Certificate of Existence from the NM Secretary of State if a partnership |  |  |
| 26 | IRS Designation Letter Verifying 501(c)(3) or (4) Tax Exempt Status under Code Section 501(a), (if applicable) |  |  |
| 27 | Evidence of current registry with the New Mexico Attorney General’s Office’s Registry of Charitable Organizations (non-profits only) |  |  |
|  | **Program Specific Information** |  |  |
| 28 | 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). **HTF only** |  |  |
| 29 | If applying for Green Building points per NOFA Exhibit A item #5 Ranking Criteria, applicant must provide a certification from the relevant provider (e.g. LEED, Enterprise, etc.) stating that the certification to which it is committing is attainable according to its preliminary plans and specifications. The LIHTC certification is acceptable. **HTF only** |  |  |
| 30 | Completed Exhibit A of NOFA with self-score and signed criterion #5 (if seeking Green Building points) **HTF only** |  |  |
| 31 | 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). **HOME only**  See <http://www.housingnm.org/environmental-review> for guidance. |  |  |
|  | **Other Information Submitted by Applicant** |  |  |
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