

### HUD/RS LOAN APPLICATION CHECKLIST

Project Name: \_\_\_\_\_ CalHFA #: \_\_\_\_\_

#### **REHAB FINANCING:**

CalHFA 1<sup>st</sup> Loan Amt: \$ \_\_\_\_\_ Int. Rate: \_\_\_\_\_ % Term: \_\_\_\_\_ Funds: \_\_\_\_\_

CalHFA 2<sup>nd</sup> Loan Amt: \$ \_\_\_\_\_ Int. Rate: \_\_\_\_\_ % Term: \_\_\_\_\_ Funds: \_\_\_\_\_

Program: \_\_\_\_\_

#### **BORROWER TO PROVIDE:**

***Borrower to provide checklist items to CalHFA electronically via SecureSend network. Files should be named checklist item number then description (e.g. 2- Preliminary Title Report, 33- Appraisal, etc.)***

**For further instructions visit,**

**<http://www.calhfa.ca.gov/multifamily/financing/application/instructions.pdf>**

**Online forms available on CalHFA's website:**

**<http://www.calhfa.ca.gov/multifamily/financing/application/index.htm>**

1. \_\_\_\_ Proof of Site Control (Option/Contract)
2. \_\_\_\_ Current Title Report (w/all exceptions to title)
3. \_\_\_\_ Copies of loan documents related to existing debt on title (notes, loan agreements, unrecorded restrictions, etc.).
4. \_\_\_\_ Verification of Zoning and Local Approvals Form
5. \_\_\_\_ Relocation plan with estimated costs required for tenant relocation
6. \_\_\_\_ Local Housing Authority or other acceptable Utility Allowance Schedule by unit size
7. \_\_\_\_ Organizational Charts
  - \_\_\_\_ Borrower
  - \_\_\_\_ Sponsor
  - \_\_\_\_ Developer
  - \_\_\_\_ Each affiliated member or organization
8. \_\_\_\_ Resumes of Developer/Borrower and Principals including experience developing affordable housing.
9. \_\_\_\_ Legal Status Questionnaire and explanation of positive responses
10. \_\_\_\_ HUD 2530 previous participation certifications and schedules (form online)
  - \_\_\_\_ Borrower
  - \_\_\_\_ Developer
  - \_\_\_\_ Sponsor
  - \_\_\_\_ Affiliate Sponsor

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- Affiliate Partners or Corporations
- General Contractor
- Property Management Firm

11.  Evidence of commitments for Construction sources of funds including loans, grants, or capital contributions
12.  Evidence of commitments for Permanent sources of funds including loans, grants, or capital contributions
13.  Market Study with Rent Comparability Matrix (meeting CTCAC's requirements)
14.  Application fee of \$5,000 payable to CalHFA
15.  Credit Authorization Form (online form available)
16.  Site and floor conceptual plans
17.  Map showing surrounding zoning and land uses within 300 feet of the site
18.  Digital Site Photos
19.  Copies of all planning approvals and conditions
20.  Architects Resume with a copy of the contract for services for the supervising architect (if applicable)
21.  Copy of General Contractor's License and Resume
22.  Rental Subsidy contracts or commitment letter(s)
23.  Explanation of additional income (laundry, etc)
24.  Recent tax bill (if applicable)
25.  Staffing projections w/salaries and benefits (if not included in line item budget)
26.  Preliminary economic projections and budgets
27.  Construction budget estimate
28.  Contractor's estimated draw schedule
29.  Physical Needs Assessment including Energy Audit (subject to CalHFA approval)
30.  Soil/Geotechnical Reports
31.  ALTA site survey (if applicable)
32.  Phase I or II report and CalHFA Reliance
33.  Remediation Plan (if applicable)
34.  Evidence of flood mitigation (if applicable)
35.  Appraisal and Reliance Letter (if appraisal was not prepared for CalHFA) -dated w/in last Six

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months- must submit no later than 30 days prior to CalHFA Board Meeting

- 36. \_\_\_ Summary of regulated units (CalHFA form online)
- 37. \_\_\_ Scope of Work
- 38. \_\_\_ Previous three months' rent rolls w/out tenant names
- 39. \_\_\_ Project's past two years financial statements
- 40. \_\_\_ Chain of title for the past 10 years
- 41. \_\_\_ Termite/Wood Damage reports
- 42. \_\_\_ Acoustical, asbestos and lead based paint reports and remediation reports (if applicable)
- 43. \_\_\_ TEFRA Hearing checklist (form available online)
- 44. \_\_\_ Roof, plumbing and electrical reports/inspections (may defer to CalHFA Asset Management Inspectors for these inspections)
- 45. \_\_\_ Articles of Incorporation/Certificate of Corporation
- 46. \_\_\_ Authorizing Board Resolution form each entity (Borrowing Entity must state the CalHFA Promissory Note amount)
- 47. \_\_\_ Certificates of good standing (current)
  - \_\_\_ Borrower
  - \_\_\_ Sponsor
  - \_\_\_ Affiliate Sponsors/Partners
- 48. \_\_\_ Partnership Agreement and LP1/LP2
- 49. \_\_\_ Evidence of 501c3 Status (if applicable)
- 50. \_\_\_ Bylaws
- 51. \_\_\_ 501c3 Application or last four year's IRS 990s
- 52. \_\_\_ Unrelated Parties Tax Questionnaire (CalHFA form online)
- 53. \_\_\_ Development timetable (CalHFA form online)

Notes: \_\_\_\_\_  
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