**Conduit Application Checklist**

For Conduit Issuer Program and Bond Recycling Program projects

that do not include CDLAC or TCAC.

**Project Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Bond Request Amount: $\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Bond type: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

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**Bond Request Amount: $\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Bond type: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

Your application package must contain the following:

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| --- | --- | --- |
| Item # | Checkmark | Document Description |
| 1 |  | Completed and signed CalHFA Conduit Issuer application form. **(due 6 weeks prior to CDLAC Application Deadline)**Online template, <https://www.calhfa.ca.gov/multifamily/programs/forms/application-conduit-issuer.docx> |
| 2 |  | $5,000 initial filing fee (CalHFA will provide an invoice with wiring instructions) |
| 3 |  | TCAC Workbook (substantially complete with final bond request amounts) |
| 4 |  | Executed Legal Status QuestionnaireOnline template, <https://www.calhfa.ca.gov/multifamily/programs/forms/calhfa-lsq.pdf> |
| 5 |  | Executed Identity of Interest FormOnline template, <https://www.calhfa.ca.gov/multifamily/programs/forms/closing-identity-interest.pdf> |
| 6 |  | Commitment(s) on letterhead for credit enhancement or private placement bond purchase. If FHA non-Forward Commitment, HUD Acknowledgement letter must be included. |
| 7 |  | Developer proforma including itemized breakdowns of the complete sources of funds for construction and permanent, operating budget, and 15-year cashflow.  |
| 8 |  | Preliminary Title Report with hyperlinks to exceptions (dated within 30 days of application submission) |
| 9 |  | Disposition of current outstanding liens.  |
| 10 |  | Commitment(s) or other evidence of direct and indirect public funds.  |
| 11 |  | Relocation Plan, if Acquisition and Rehabilitation project.  |
| 12 |  | Itemized breakdown of the hard construction costs.  |
| 13 |  | Capital Needs Assessment. (dated within 180 days of application submission) |
| 14 |  | Narrative description of the proposed Project. |
| 15 |  | Description of Bond Placement/Sale Structure |
| 16 |  | Evidence of Preservation Project and HAP contract, if applicable. |
| 17 |  | Evidence of site control. |
| 18 |  | Evidence of local approvals and zoning (CDLAC form acceptable) |
| 19 |  | Utility Allowance Schedule  |
| 20 |  | Market Study (dated within 180 days of application submission) |
| 21 |  | Purchase Appraisal (dated within 180 days of application submission) |
| 22 |  | Resume of Project Developer/Borrower and/or Affiliates |
| 23 |  | Organizational documents for borrowing entity |
| 24 |  | Organizational documents for general partners |
| 25 |  | Property management resume |
| 26 |  | Property management contract |
| 27 |  | General Contractor Information |
| 28 |  | Architect Information |