AHFA Multifamily Application Index of Required Documents

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As applicable, please include required documents with this form in the same sequence as indicated below.

If the documents are not required for your proposed project, mark the "Not Applicable" box as indicated on each form accordingly.

Failure to submit required document(s) may subject you to additional fees or termination of your application.

Project Name: _____

☐ Provide on a USB flash drive, One Complete Digital (PDF) Version of the Application Package submission items 1-52, including Third-Party Reports, (Digital copy must match exactly what was provided in original Application Package), the text of which shall be in a searchable format, with the correct orientation. Each form must be saved individually by listing the AHFA form number, NA (if appropriate), form title, and name of project.

DRAFT

AHFA Multifamily Application Index of Required Documents

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Project Name: _____

1. ☐ 2027 Multifamily Application Package Profile and Completeness Checklist

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Project Name: _____

2. a. ☐ **Non-Refundable Application Fee** - $10,000 for an application with up to eight (8) Responsible Owners applying on a single application that have less than three (3) placed-in- service projects funded with Housing Credits and/or HOME funds awarded by AHFA.

b. ☐ **Non-Refundable Application Fee** - $7,500 for an application with up to eight (8) Responsible Owners applying on a single application whereas each Responsible Owner has three (3) or more placed-in-service projects funded with Housing Credits and/or HOME funds awarded by AHFA.

c. ☐ **Non-Refundable Application Fee** $2,000 for all proposed Community Housing Development Organization (CHDO) applicants applying for HOME funds regardless of the number of placed-in-service projects awarded by AHFA.

d. ☐ **Non-Refundable Additional Application Fee** (If applicable) An additional application fee will be due at the time of application submission for application(s) that have ownership structures exceeding eight (8) individuals and /or entities. The amount of the fee will be $1,000 per each owner (individual/entity) exceeding eight (8). This fee does not apply to the investor limited partner.

e. ☐ Three Copies of Fee Check

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Project Name: _____

3. ☐ **Project Self Scoring Form** (See instructions for submission requirements)

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Project Name: _____

4. a. ☐ **Chief Executive Officer Information Form- 3 complete copies**

b. ☐ Federal Express or United Parcel Service Prepaid Shipping Label- 3 total copies

c. ☐ Shipping Envelope

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Project Name: _____

5. ☐ Statement of Application and Certification

DRAFT

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Project Name: _____

6. a. ☐ **Ownership Entity Signature Authorization**

b. ☐ Signature Authorization Instrument Excerpt(s)

DRAFT

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Project Name: _____

7. Architect Certification(s)

a. ☐ **New Construction Square Footage and Architect Certification**

b. ☐ **New Construction, Amenities**

c. ☐ **New Construction, Type of Construction/ Energy/ Water Conservation Healthy Living Environment/ Section 504**

d. ☐ **Rehabilitation Square Footage and Architect Certification**

e. ☐ **Rehabilitation, Amenities**

f. ☐ **Rehabilitation, Type of Construction/ Energy/ Water Conservation Healthy Living Environment/ Section 504**

g. ☐ **Deviation Request Form Approval**

☐ Not Applicable

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Project Name: _____

8. a. ☐ Certified Survey

b. ☐ **Surveyor's Certificate**

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AHFA Multifamily Application Index of Required Documents

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Project Name: 0

9. a. ☐ **Market Study Engagement Letter**

b. ☐ **Certification of Market Study Requirements** (and attachments)

c. ☐ Market Study

d. ☐ Authority DMS Document Upload of Market Study and Certification

DRAFT

AHFA Multifamily Application Index of Required Documents

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Project Name: 0

10. a. ☐ Environmental Site Assessment Phase I Report

b. ☐ Environmental Site Assessment Phase II
☐ Not Applicable

c. ☐ Authority DMS Document Upload of Phase I Report and Phase II Report, if applicable

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AHFA Multifamily Application Index of Required Documents

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Project Name: 0

11. a. ☐ Capital Needs Assessment Summary (Parts 1 & 2)

b. ☐ Capital Needs Assessment

c. ☐ Authority DMS Document Upload of Capital Needs Summary and Assessment

☐ Not Applicable

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Project Name: _____

12. a. ☐ AHFA DMS Authority Online Application

b. ☐ AHFA DMS Authority Online Application Receipt

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Project Name: _____

13. a. ☐ **Certification of Bid Law Compliance**

b. ☐ **Foreign Ownership Certification**

☐ **Not Applicable**

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Project Name: _____

14. ☐ Dated and Executed Organizational Documents

DRAFT

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Project Name: _____

To be provided by all non-profit applicants.

15. Non-profit IRS Form (as appropriate):

- ☐ 501 (c) (3)
- ☐ 501 (c) (4)
- ☐ 501 (A)
- ☐ Not Applicable

DRAFT

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Project Name: _____

16. ☐ Non-Profit Legal Opinion Letter

☐ Not Applicable

DRAFT

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Project Name: _____

17. ☐ AHFA's 2027 CHDO Eligibility Statement

☐ Not Applicable

DRAFT

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Project Name: _____

18 a. ☐ Ownership Entity

Ownership Entity

- ☐ LP
- ☐ CORP
- ☐ LLC
- ☐ TRUST

- ☐ General Partners
- ☐ Shareholders
- ☐ and/or Members
- ☐ Beneficiaries

DRAFT

AHFA Multifamily Application Index of Required Documents

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Project Name: _____

18b. Credit Authorization Form (See Instructions for submission requirements)

Ownership Entity

- ☐ LP
- ☐ CORP
- ☐ LLC
- ☐ TRUST

- ☐ General Partners
- ☐ Shareholders
- ☐ and/or Members
- ☐ Beneficiaries

- ☐ Developer (if different from Owner)
- ☐ Co-Developer (if different from Owner)
- ☐ Management Company
- ☐ General Contractor

DRAFT

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Project Name: _____

18c. Financial and Credit Statements (See Instructions for submission requirements)

Ownership Entity

- ☐ LP
- ☐ CORP
- ☐ LLC
- ☐ TRUST

- ☐ General Partners
- ☐ Shareholders
- ☐ and/or Members
- ☐ Beneficiaries

- ☐ Developer (if different from Owner)
- ☐ Co-Developer (if different from Owner)
- ☐ Management Company
- ☐ General Contractor

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Project Name: _____

19a. ☐ Schedule of Real Estate Owned (Active AHFA)

DRAFT

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Project Name: _____

19b. ☐ Schedule of Real Estate Owned (Non-AHFA)

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Project Name: _____

19c. ☐ **Schedule of Real Estate Owned Approved or Under Construction (AHFA and non-AHFA)**

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Project Name: _____

19d. Previous Participation Certification

Ownership Entity

- ☐ LP
- ☐ CORP
- ☐ LLC
- ☐ TRUST

- ☐ General Partners
- ☐ Shareholders
- ☐ and/or Members
- ☐ Beneficiaries

- ☐ Developer (if different from Owner)
- ☐ Co-Developer (if different from Owner)
- ☐ General Contractor

DRAFT

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Project Name:

19e. Relevent Experience Form

☐ Developer (if different from Owner)

☐ General Contractor

☐ Co-Developer (if different from Owner)

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Project Name: _____

20. ☐ General Contractor's Other State Activities Form

DRAFT

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Project Name: _____

21. Development Team Resume

☐ Consultant ☐ Architect

☐ Attorney ☐ Accountant

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Project Name: _____

If owner and developer are not one and the same:

22. a. ☐ **Ownership Entity/Developer Responsibilities Form**

b. ☐ Agreement

☐ Not Applicable

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Project Name: _____

23. ☐ Identity of Interest

DRAFT

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Project Name: _____

24. Management Company Information

a. ☐ **Management Company Previous Participation Certification**

b. ☐ **Management Company State Compliance Form**

c. ☐ **AHFA 2027 Management Company Verification Form**

d. ☐ **Management Company Relevant Experience Form**

☐ Not Applicable

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Project Name: _____

25. ☐ Architect Certification of Project Progress

☐ Not Applicable

DRAFT

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Project Name: _____

26. ☐ Certification of Consistency with Consolidated Plan

☐ Not Applicable

DRAFT

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Project Name: _____

27. a. Evidence of Site Control *(check applicable box)*

- ☐ Sales Contract
- ☐ Warranty Deed
- ☐ Purchase Option **27a.(1)** ☐ Addendum to Purchase Option (FOR AHFA APPLICATIONS FOR HOME
- ☐ Long-term Leasehold (Housing Credit Only)

b. ☐ **Notice of Real Property Acquisition** **(HOME applicants only)**

☐ Not Applicable

c. ☐ **NEPA Certification** **(HOME applicants only)**

☐ Not Applicable

For Acquisition/Rehabilitation

d. ☐ Assumption Agreement or Commitment to Approve Transfer

☐ Not Applicable

e. ☐ Project Acquisition Qualification (10-year Rule Legal Opinion)

☐ Not Applicable

DRAFT

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Project Name: _____

28. ☐ Legal Description

DRAFT

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Project Name: _____

29. ☐ Title Insurance Commitment

DRAFT

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Project Name: _____

30. ☐ Schematic Site Plan

DRAFT

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Project Name: _____

31 a. ☐ Zoning Letter

b. ☐ **Responsible Owner Zoning Certification**

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Project Name: _____

32. a. ☐ **Site/Project Information Form**

b. ☐ **Neighborhood Services**

c. ☐ **Negative Neighborhood Services**

d. ☐ City Location Map with Site, Services, and street names

- ☐ Map #1- Driving direction to the Project site from Montgomery, AL
- ☐ Map #2- Project and Project boundaries clearly marked, indicating street names.
- ☐ Map #3- Site location marked, project services marked, street names indicating site and services

Provide clear and identifiable color photos, with a date stamp, of the following:
(Date stamp not required on pictures of above ground storage tanks.)

e. ☐ Site, site sign and specific markers

f. ☐ Existing structures on the site
- ☐ Not Applicable

g. ☐ Above ground storage tanks storing 100 gallons or more of explosive or flammable liquids within 1 mile of the site
- ☐ Not Applicable

h. ☐ Any structure on or adjacent to the proposed project over 50 years old
- ☐ Not Applicable

i. ☐ Neighborhood Services

j. ☐ Negative Neighborhood services

DRAFT

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Project Name: _____

33. ☐ Utility Letters

- ☐ Electricity
- ☐ Gas
- ☐ Not Applicable
- ☐ Water
- ☐ Sewage
- ☐ Telephone

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Project Name: _____

34. ☐ Utility Allowance Documentation

DRAFT

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Project Name: _____

35. ☐ Tenant Roll

☐ Not Applicable

DRAFT

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Project Name:

36. ☐ Notices to Tenants Concerning Relocation/Displacement

☐ Not Applicable

DRAFT

AHFA Multifamily Application Index of Required Documents

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Project Name: _____

37. ☐ Relocation Plan

☐ Not Applicable

DRAFT

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Project Name: _____

38a. ☐ Firm Construction Commitment Letters

DRAFT

AHFA Multifamily Application Index of Required Documents

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Project Name: _____

38b. ☐ Firm Permanent Commitment Letters

DRAFT

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Project Name: _____

39. ☐ Census Tract Verification Letter QCT/DDA

☐ Not Applicable

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Project Name: _____

40. ☐ Commitment for New Sources of Funds

☐ Not Applicable

DRAFT

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Project Name: _____

41. ☐ Letter from USDA Rural Development for Existing Funds

☐ Not Applicable

DRAFT

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Project Name: _____

42 ☐ Rental/Operating Subsidy Agreement/Commitment from USDA RD or HUD

☐ Not Applicable

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Project Name: _____

43. ☐ Public Housing Authority Certification

☐ Not Applicable

DRAFT

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As applicable, please include required documents with this form in the same sequence as indicated below.
If the documents are not required for your proposed project, mark the "Not Applicable" box as indicated on each form
Failure to submit required document(s) may subject you to additional fees or termination of your application.

Project Name: 0

44. ☐ Disabilities or Homeless Populations Set-aside Certification

☐ Not Applicable

DRAFT

AHFA Multifamily Application Index of Required Documents

Bold lettering denotes that AHFA provides form.

As applicable, please include required documents with this form in the same sequence as indicated below.
If the documents are not required for your proposed project, mark the "Not Applicable" box as indicated on each form accordingly.
Failure to submit required document(s) may subject you to additional fees or termination of your application.

Project Name: _____

45. Evidence that the Project qualifies for the Alabama Historic Rehabilitation Tax Credit or Historic Tax Credit.

Provide one of the following:

a. ☐ A historic designation letter from the National Park Service

b. ☐ Verification from the website www.nps.gov/nr

c. ☐ A Signed Historic Preservation Certification Application (Part 1)

d. ☐ Alabama Historic Rehabilitation Tax Credit program Determination of Program Eligibility

☐ Not Applicable

DRAFT

AHFA Multifamily Application Index of Required Documents

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As applicable, please include required documents with this form in the same sequence as indicated below.
If the documents are not required for your proposed project, mark the "Not Applicable" box as indicated on each form accordingly.

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Project Name:

46. ☐ Evidence of Previously Existing Multifamily Housing

☐ Not Applicable

DRAFT

AHFA Multifamily Application Index of Required Documents

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Project Name:

47. ☐ Census Tract Verification for Median Family Income

☐ Not Applicable

DRAFT

AHFA Multifamily Application Index of Required Documents

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If the documents are not required for your proposed project, mark the "Not Applicable" box as indicated on each form accordingly.

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Project Name: _____

48. ☐ Minority or Women-Owned Business Certification

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AHFA Multifamily Application Index of Required Documents

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As applicable, please include required documents with this form in the same sequence as indicated below.
If the documents are not required for your proposed project, mark the "Not Applicable" box as indicated on each form accordingly.
Failure to submit required document(s) may subject you to additional fees or termination of your application.

Project Name: _____

49. ☐ Community Revitalization Plan Excerpt(s)

☐ Not Applicable

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AHFA Multifamily Application Index of Required Documents

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As applicable, please include required documents with this form in the same sequence as indicated below.
If the documents are not required for your proposed project, mark the "Not Applicable" box as indicated on each form accordingly.
Failure to submit required document(s) may subject you to additional fees or termination of your application.

Project Name: _____

50. a. ☐ **Homeownership Conversion Proposal**

b. ☐ Plot Plan

c. ☐ Counseling Agreement

☐ Not Applicable

DRAFT

AHFA Multifamily Application Index of Required Documents

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As applicable, please include required documents with this form in the same sequence as indicated below.
If the documents are not required for your proposed project, mark the "Not Applicable" box as indicated on each form accordingly.
Failure to submit required document(s) may subject you to additional fees or termination of your application.

Project Name: _____

51. ☐ Support Letters (Optional)

☐ Not Applicable

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AHFA Multifamily Application Index of Required Documents

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As applicable, please include required documents with this form in the same sequence as indicated below.
If the documents are not required for your proposed project, mark the "Not Applicable" box as indicated on each form accordingly.
Failure to submit required document(s) may subject you to additional fees or termination of your application.

Project Name: _____

One additional hard copy of the following:

52. a ☐ **Site/Project Information Form**

b. ☐ **Neighborhood Services**

c. ☐ **Negative Neighborhood Services**

d. ☐ City Location Map with Site and Services (Indicate street names on map)

Provide clear and identifiable color photos, with a date stamp, of the following:
(Date stamp not required on pictures of above ground storage tanks.)

e. ☐ Site, site sign and specific markers

f. ☐ Existing structures on the site
☐ Not Applicable

g. ☐ Above ground storage tanks storing 100 gallons or more of explosive or flammable liquids within 1 mile of the site
☐ Not Applicable

h. ☐ Any structure on or adjacent to the proposed project over 50 years old
☐ Not Applicable

i. ☐ Neighborhood Services

j. ☐ Negative Neighborhood services

k. ☐ Schematic Site Plan

l. ☐ Legal Description

m. ☐ **New Construction or Rehabilitation Square Footage Architect Certification**

n. ☐ **New Construction/Rehabilitation, Amenities**

o. ☐ **New Construction/Rehabilitation, Type of Construction/Energy/Water Conservation Healthy Living Environment/Section 504**

p. ☐ **Capital Needs Assessment Summary Parts 1 & 2,** **(if applicable)**

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