Project Name:	***Project Name***
Project Number:	

New Construction/Sub Rehab Sections 220, 221(d) 3, 221(d) 4,231 and 241(a)

Multifamily New Construction/Substantial Rehab

Application Checklist and Loan Directory Structure

Application Checklist Instructions

This checklist is to be used for multifamily new construction and substantial rehabilitation applications. Exhibits specified within this checklist that are not applicable should be noted "N/A" in the appropriate column and a filler placed within the binder labeled "NA".

Each application must have a complete original hard copy.

- ✓ One additional copy of the application in the following format:
  - A separately bound mortgage credit binder;
  - A copy without the non-disclose credit information; and
- ✓ An electronic submission of the underwriting file, exhibits and third-party reports on a disc or a removable drive.

The original and hardcopy of the application should be bound in one or more three-inch ring binder(s).

Each exhibit within the original and copy must be tabbed per the numbering protocol on the following checklist, (Tab1-1, 1-2, 1-3, etc.).

Each electronic submission must follow the specific naming conventions described in the Loan Directory Structure.

Loan Directory Structure Instructions

As noted, a copy of the loan application must be submitted in electronic format. In order to standardize and facilitate access and functionality of the electronic submission, we request Lenders to use the specific naming conventions inserted in the checklist. **The naming conventions are indicated in [brackets] on the attached Application Checklist for each item.** Those items without [brackets] are to be submitted in hard copy (e.g. Alta survey). SharePoint (SP) will not accept special characters and blank spaces decrease functionality. The following is a concise list to help guide the necessary naming conventions when preparing electronic applications.

- ✓ Use no more than 40 characters when naming files.
- ✓ Please avoid using special characters \ / : * ? " < > | # { } % ~ & as part of the file name.
- ✓ Avoid adding the assigned FHA number in the file name, it only adds characters.
- ✓ Avoid using spaces. (Each space or blank space incorporated in a document name is translated into 3 characters when using SharePoint software. Using either an underline _ or dash – is counted as one character and is an acceptable alternative.

For example: Instead of **Tab 01-Lender Narrative** 171-**22000** *39 characters*

Using a shorter naming convention 01-**LndrNarr** *only 11 characters*

Tab.	Item/Exhibit Firm☐ Pre-Application ☐ [Loan Directory Structure Naming Convention]				Working Group Comments
No.	Item	File Name	N/A	Incl.	Items in blue are new comments on d4 checklist (not covered on 223f)
Section 1: Underwriting					**Items in Red are items added or recommended to add**
1-1.	~~A. Check – FHA Application Fee; 0.3% of Mortgage Amount/$3.00 per $1000.00:~~ (0.15%/$1.50 per $1000.00 at pre-app. - balance at Firm App.); [Check] ……. B. Transmittal Letter [ChkTransmtl]…… C. Completed Firm Application Checklist [FirmChkLst]……	 ChkTransmitl FirmChkLst	☐ ☐ ☐ ☐	☐ ☐ ☐ ☐	Remove requirement for check copy Move to before Lender Narrative
1-2.	A. Lender's Underwriting Narrative [LndrNarr]…… ~~B. Organization Chart [OrgChrt]……~~ ~~C. Resumes for individuals submitting third party reports [RA]……~~ ~~D. FHA Lender Docs Report [LDR]……~~ E. FHA Summary Report [SR]……	LndrNarr SR	☐ ☐ ☐ ☐ ☐	☐ ☐ ☐ ☐ ☐	**ADD:** Transmittal Letter, Lender IOI disclosures Remove (duplicate) Remove (duplicate) Remove per HUD comments Note in Excel format (Wheelbarrow)
1-3.	HUD Underwriting Forms ***(signed and dated by the Lender)*** A. HUD-92013 ***(Optional)*** ; [92013]…… ~~B. HUD-92264-HUD Multifamily Summary Appraisal Report [92264]……~~ ~~1. Operating Deficit Calculation……~~ ~~2. Listing of Mortgagor's Other Fees……~~ ~~3. Listing of Contractor's Other Fees……~~ ~~C. HUD-92264-T, Rent Estimates for Low/Moderate Income Units [92264T]..~~ D. HUD-92264-A, Supplement to Project Analysis [92264A]…… ~~E. HUD-92438, Underwriting Summary Report [92438]……~~	 92013 92264A	☐ ☐ ☐ ☐ ☐ ☐ ☐ ☐	☐ ☐ ☐ ☐ ☐ ☐ ☐ ☐	**ADD: 92013-E** Do not make optional - should be underwriter's application Remove as an underwriting requirement - appraiser completes Remove for space saving Remove for space saving Remove - appraisal requirement Remove - not a lender requirement (remove per HUD comments)
1-4.	~~Firm Commitment (***DRAFT to be provided by Lender/word document***)……~~ ~~A. Special Conditions, if Applicable [SpclCnd]……~~ ~~B. Exhibit A, Legal Description [FirmExbA]……~~ ~~C. Exhibit B, List of Required Repairs [FirmExbB]……~~		☐ ☐ ☐ ☐	☐ ☐ ☐ ☐	Firm should be a standard HUD doc Special conditions is included in Lender Narrative. Included in Title/Closing package Would be included in AEC report if applicable
1-5.	~~HUD-92329, Property Insurance Schedule [92329]……~~		☐	☐	Included in AEC report
1-6.	~~Property Insurance Requirements – HUD-92447; [92447]……~~		☐	☐	Remove - HUD should complete and provide to Lndr per MAP
1-7.	Location Map [LocMap]……..	MapsPhotos	☐	☐	Change to Map & Photos, move to Sec 5 (Legal/Prop/Misc)
1-8.	~~Copies of any correspondence from concept meeting including all guidance provided by HUD on this project before the submittal [Corrspd]……~~		☐	☐	Remove - included in Narrative
1-9.	Copies of signed Waivers; [Waivers] A. Request for waivers HUD – 2 Form…… B. Supporting documentation [HUD Support]…..……	Waivers	☐ ☐	☐ ☐	**ADD: If 220: Evidence that property is in eligible area**
Section 2: Third Party Reports					
2-1.	Appraisal Report [ApprNarrRpt]…… ~~A. HUD-92264 [92264]……~~ ~~B. HUD-92264-A [92264-A]……~~ ~~C. HUD-92273 [92273]……~~	ApprNarrRpt	☐ ☐ ☐ ☐	☐ ☐ ☐ ☐	Remove references to forms for space saving as they are already included in the appraisal

Tab.	Item/Exhibit Firi☐ Pre-Application ☐ [Loan Directory Structure Naming Convention]				Working Group Comments
No.	Item	File Name	N/A	Incl.	Items in blue are new comments on d4 checklist (not covered on 223f)
	~~D. HUD-92274 [92274]~~		☐	☐	
2-2.	Market Study	MktStdy	☐	☐	
2-3.	Environmental				
	A. Phase I Environmental Site Assessment (ESA) [Phase1]	Phase1	☐	☐	Add note that it includes 4128/Environmental Report
	~~B. Environmental Report (See Section 9.5 of the MAP Guide) [ER]~~		☐	☐	
	C. Phase II ESA (if applicable) [Phase2]	Phase2	☐	☐	
	~~D. Remediation Plan (if applicable) [RAP]~~		☐	☐	Remove as all should be included in the ESA, and the requirements are set forth in the MAP Guide
	~~1. LSTF approval~~		☐	☐	
	~~E. Lead Based Paint (if built before 1978) [LBP]~~				
	~~1. Test Report~~		☐	☐	
	~~2. Certification, if LBP was previously abated~~		☐	☐	
	~~3. Operations and Maintenance Plan [OM]~~		☐	☐	
	~~F. Asbestos (if built before 1978) [Asb]~~				
	~~1. Comprehensive Asbestos Survey~~		☐	☐	
	~~2. Operations and Maintenance Plan [OM]~~		☐	☐	
	~~G. Floodplain Management [FldPln] (if located in a 100 year flood plain)~~				
	~~1. Evidence of community participation in NFIP~~		☐	☐	
	~~2. Emergency evacuation and relocation plan, early warning system~~		☐	☐	
	~~3. Elevation Certificates/Survey with location of lowest floor, ingress/egress,~~		☐	☐	
	~~and life support facilities in relation to the Base Flood Elevation~~		☐	☐	
	~~4. Evidence that current and/or future tenants will be informed of flood hazard~~		☐	☐	
	~~5. Proof of NFIP flood insurance~~		☐	☐	
	~~6. Information and activities to support the 5-step review process~~		☐	☐	
	~~H. State Historic Preservation Office letter/requirements [SHPO]~~		☐	☐	
	~~I. Radon Report~~		☐	☐	
	~~J. Biological Assessment (Endangered Species) [BioAssmt]~~		☐	☐	
	K. Other - ***Specify***	EnvSpecRpt	☐	☐	Change to Specialty Reports, including Radon, ACM, LBP, Noise, etc. (as applicable)
2-4.	Architectural Analyst Report [ArchRpt]	ArchRpt			Combine with Cost Report; reference HUD-92326 & constr. project schedule AIA A201
	A. Engineer & Specialty Reports		☐	☐	
	~~B. As Built Survey~~		☐	☐	Remove from this section per HUD comments (see section 5-3)
2-5.	~~Construction Cost Analyst Report [CostAnylRpt]~~		☐	☐	Remove - Combine with AE report above
2-6.	Other if applicable [Othr]		☐	☐	
Section 3: Management Agent					
3-1.	Organizational Chart [OrgChrt]		☐	☐	Note only for Agents with an Identity of Interest
3-2.	HUD Management Forms				Eliminate requirement of Lender Review of Mgmt Agent based on Narrative
	A. Resume of Management agent [Resume]		☐	☐	**ADD:** Mgmt Agent Credit Report if IOI Agent
	B. HUD-9832, Management Entity Profile [9832]		☐	☐	**ADD:** Evidence of adequate Fidelity Bond insurance
	C. HUD- 9839, A, B or C Certifications [9839]		☐	☐	
	D. Management Plans and Sample Lease [MgntPlns]		☐	☐	Separate out forms from document requirements - create multiple lines
	E. Management Agreement [MgntAgrmt]		☐	☐	
	~~F. Procedures for resolving tenant complaints~~		☐	☐	In management plan and management forms
	~~G. Staffing schedule charged against project (including job titles and salaries)~~		☐	☐	Remove - included in appraisal analysis & historical statements

Tab.	Item/Exhibit Firi☐ Pre-Application ☐ [Loan Directory Structure Naming Convention]				Working Group Comments
No.	Item	File Name	N/A	Incl.	Items in blue are new comments on d4 checklist (not covered on 223f)
	~~H. Management agent training and compliance procedures……~~ I. HUD-935.2A Affirmative Fair Housing Marketing Plan…… J. Relocation Plan, if required [RelocPl]…….....		☐ ☐ ☐	☐ ☐ ☐	Already in management plan and forms
3-3.	~~Management Agreement [MgmtAgmt.]……~~		☐	☐	Remove - duplicate with 3-2 E per HUD comments.
3-4.	~~Schedule of Real Estate or Managed, level of experience [OthrProp]……..~~		☐	☐	Include with Resume requirement
3-4.	APPS Certification/2530 each principal of the management company [2530]……		☐	☐	move all 2530s to mortgage credit section for protection of ss#, as well as credit report, W-9, EIN…
Section 4: Construction and Architectural Documents					
4-1.	Plans [Plans]…… A. Pre application [PreApp]…….. B. Firm Application [Firm]…… C. "As is" sketch plans [Sub.Rehab.]…….		☐ ☐ ☐ ☐	☐ ☐ ☐ ☐	Combine with Specs requirement **ADD:** Detailed scope of work and architect's write up (sub rehab) (per HUD comments)
4-2.	Specifications [Specs]…….		☐	☐	Remove - Combine with Plans above
4-3.	State, City or County Approval of Plans [LocalPlnApp]……		☐	☐	
4-4.	Soils Report and Foundation Analysis [SoilRpt]…… ~~Lead Paint and/or Asbestos test reports, if required (prior to 1978) [LPARpt]……~~		☐ ☐	☐ ☐	Duplicate - will be removed per HUD comments.
4-5.	HUD-2328, Contractor's and/or Mortgagor's Cost Breakdown [2328]…..…… IOI Disclosure and 50/75 percent rule disclosure……... ~~Detailed Cost Estimate, HUD-92326 [2326]……..~~		☐ ☐ ☐	☐ ☐ ☐	Will be moved to Section 2 per HUD comments.
4-6.	Furniture, Fixtures and Equipment Schedule and Budget [FFE]……		☐	☐	
4-7.	~~Construction Progress Schedule per AIA A201 [201]……~~		☐	☐	Will be moved to Section 2 per HUD comments.
4-8.	Early Commencement Documents ……		☐	☐	
4-9.	Assurance of Completion [AssurCompl] Commitment Letter from Surety …….. Commitment Letter from Bank for Letter of Credit……		☐ ☐	☐ ☐	
4-10.	Owner-Architect Agreement on AIA Form B108 and HUD Amendments [B108][HUDAmd] A. Design and Supervisory Architect…… B. Design architect only…… C. Supervisory Architect only…… D. Other(s)……..		☐ ☐ ☐ ☐	☐ ☐ ☐ ☐	Consolidate to one line - B108 for space/paper saving
4-11.	Information regarding offsite storage of approved building materials [OffSiteStg]…… Off-site Improvements/Construction [OffSiteImp]……..		☐ ☐	☐ ☐	
4-12.	Design Architect Certification [DsgnArchCert]……		☐	☐	

Tab.	Item/Exhibit Firi☐ Pre-Application ☐ [Loan Directory Structure Naming Convention]				Working Group Comments
No.	Item	File Name	N/A	Incl.	Items in blue are new comments on d4 checklist (not covered on 223f)
Section 5: Legal, Property Documents & Misc. Requirements					**Re-title: Property Documents**
5-1.	A. If Purchase, 1. Purchase and Sale Agreement [LndCtrt] [BldgCtrt]…… 2. Amendments or Extension Agreements to Purchase and Sale Agreement…… B. Last Arm's Length Certification 1. Purchase contract or Settlement Statement [LndStlmt]…… C. Intergovernmental Review, SF-424 [424]……		☐ ☐ ☐ ☐	☐ ☐ ☐ ☐	**ADD:** Evidence of site control for refi (per HUD comments) **ADD:** Section 8 HAP Contract and Rent Schedule if applicable Re-organize for space/paper saving
5-2.	Title [Title] A. Title Report - liens, secured transaction, Conveyance, Mortgage, Judgments [Ttle]. ~~B. Pro Forma - 2006 ALTA Title Insurance Policy [ALTA]……~~ ~~1. ALTA Form Environmental Endorsement [AltaTtleIns]……~~ ~~2. ALTA Form Comprehensive Endorsement……~~ ~~3. ALTA Form Endorsement deleting Arbitration Clause……~~ ~~4. ALTA Location of Improvements Endorsement……~~ ~~C. Exception Documents……~~		☐ ☐ ☐ ☐ ☐ ☐	☐ ☐ ☐ ☐ ☐ ☐	Change to mirror 223(f) checklist Remove - closing items
5-3.	ALTA/ACSM Land Title Survey [AltaSurvey]…… Easements and Maintenance Agreements A. Existing…… B. Proposed……		☐ ☐ ☐	☐ ☐ ☐	Combine with Title above like 223(f) Add reference to 92457
5-4.	Evidence of compliance [ZoningComp] A. Zoning…… ~~B. Building Codes……~~ ~~C. Verification of Zoning and Code Variances ……~~		☐ ☐ ☐	☐ ☐ ☐	Remove - covered by AEC report (per HUD comments) Remove - covered by AEC report (per HUD comments)
5-5.	Municipal services and other utility assurance letters A. Electricity [Elect]…… B. Natural Gas or Oil [Oil Gas]…… C. Telephone [Tele]…… D. Cable Television [CTV]…… E. Water and Sewer Service [WtrSwr]…… F. Garbage Collection [Gdg]…… G. Storm Sewer [StmSwr]……		☐ ☐ ☐ ☐ ☐ ☐ ☐	☐ ☐ ☐ ☐ ☐ ☐ ☐	Consolidate to one line for space/paper saving
5-6.	Commercial Space Leases [CmLse]……		☐	☐	Remove requirement for commercial leases/mirror 223(f) **ADD:** Commercial space and income calculation per MAP Guide
5-7.	Land Lease [Gnd Lse]……		☐	☐	
5-8.	Real Estate Tax Abatement/Exemption [TxExmpAbatmt]…… ~~A. Evidence of abatement or exemption [Abmt]……~~ ~~B. Form FHA-1708, Agreement for Payment of Real Property Taxes [1708]…~~		☐ ☐	☐ ☐	Change to Evidence of RE tax abatement/exemption (save space) Combined with above Remove - closing document
~~**Section 6: Additional Funding Sources**~~					
6-1.	~~Grants and/or Loan[GrntsLns]~~ ~~A. Commitment letter ……~~		☐	☐	Additional Funding Sources moved to MC section. Thus, entire section removed. Combine 6-1 and 6-3 to be just one section 6-1: Grants/Loans/Tax credits if applicable
6-2.	~~Bond Financing [BndFin]~~				Remove - closing items

Tab.	Item/Exhibit Firi☐ Pre-Application ☐ [Loan Directory Structure Naming Convention]				Working Group Comments
No.	Item	File Name	N/A	Incl.	Items in blue are new comments on d4 checklist (not covered on 223f)
	~~A. Itemized costs of issuance, discounts and financing fees to be paid out of pocket by mortgagor and explanation regarding the necessity of each cost…~~		☐	☐	
6-3.	~~Tax Credits [TxCrd]~~ ~~A. Letter of commitment from tax credit syndicator or investor (specifying equity amount and pay-in schedule)……~~ ~~B. Reservation, executed copy……~~ ~~C. Source and Use Statement……~~ ~~D. HUD-2880, Applicant/Recipient Disclosure/Update Report……~~ ~~E. Bridge Loan agreements……~~ ~~F. Subsidy Layering Review……~~ ~~G. Final Partnership and/or Operating Agreement ……~~		☐ ☐ ☐ ☐ ☐ ☐ ☐	☐ ☐ ☐ ☐ ☐ ☐ ☐	Remove - combine with general grants/loans section for lenders outside of Pilot
Section 7: Mortgagor (Section 7 & 8 separately bound)					**Change to: Mortgage Credit**
7-1.	Organizational Chart [OrgCht]……		☐	☐	**ADD:** List of Principals **ADD:** Evidence of Grants/Loans/Tax Credits if applicable
7-2.	Organizational Documents (if applicable, if ownership entity has been formed ~~at time of Firm Commitment) [OrgDoc]~~ ~~A. Corporate~~ 1. Articles of Incorporation…… ~~2. Bylaws……~~ ~~3. Authorizing Resolutions……~~ ~~B. Partnership~~ 1. Partnership Agreement…… ~~2. Certificate of Partnership……~~ ~~3. Authorizing Resolutions……~~ ~~C. Limited Liability Company~~ 1. Articles of Organization…… ~~2. Operating Agreement……~~ ~~3. Authorizing Resolutions……~~		☐ ☐ ☐ ☐ ☐ ☐ ☐ ☐ ☐	☐ ☐ ☐ ☐ ☐ ☐ ☐ ☐ ☐	Keep description to one line, including Articles of Incorp or Organization, Partnership Agmt **ADD:** Consolidated certifications (optional at this time) **ADD:** Verification of EIN
7-3.	Nonprofit Mortgagor A. HUD-3433:Eligible Nonprofit(portions relevant to refinance or acquisition)[3433] B. Detailed explanation of motivations for project……		☐ ☐	☐ ☐	**ADD:** Developer's agreement (Non-Profit only) Also include 3434 and 3435
7-4.	APPS Certification, Form HUD-2530 submitted for each principal/Resume [2530]…		☐	☐	Include: APPS or 2530. Strike through - "If new partners…" Show evidence of baseline in APPS or include the 2530.
7-5.	~~Mortgagor's Resume [MtgrResume]……~~		☐	☐	Include for Mortgagor, KP's, Principals and Management Agent Remove - need only for KP's, Principals
7-6.	Credit Reports required for each new general partner, limited partner more than 25% interest, stockholder more than 10% interest, added to mortgagor entity. Substantial Rehab, FHA Insured Project, changes in ownership subject to Handbook 4350.1; Insured Project Servicing Handbook transfer of physical assets (TPA).[TPA]		☐	☐	Change to: Credit reports for Mortgagor and Key Principals and Management Agent if IOI **ADD:** 92013-supp for Mortgagor, KP's, Principals (only need 4 questions for Principals) Verification of cash to close via bank statements
7-7.	Financial Statements – (Recent 3 years, plus Year-to-Date info, Income and Expense Statement) [FinStmFYTD] A. Balance Sheet 1. Aging of Accounts Receivable…… 2. Aging of Notes Receivable…… 3. Schedule of Pledged Assets…… 4. Schedule of Marketable Securities…… 5. Schedule of Accounts Payable…… 6. Schedule of Notes and Mortgages Payable……		☐ ☐ ☐ ☐ ☐ ☐	☐ ☐ ☐ ☐ ☐ ☐	One section for Mortgagor Financial Statements: Income & Expense Statements: Certified YTD within 90 days Previous 3 years with last full year audited and others certified Certified YTD Balance sheet with schedules Balance sheet included with audited financials Include Aging and Schedules for YTD, only. One section for KP financial statements and REO schedules

Tab.	Item/Exhibit Firi☐ Pre-Application ☐ [Loan Directory Structure Naming Convention]				Working Group Comments
No.	Item	File Name	N/A	Incl.	Items in blue are new comments on d4 checklist (not covered on 223f)
	7. Schedule of Legal Proceedings…… ~~B. Financial Statement Certification HUD-92417 (for individuals) [2417]……~~		☐ ☐	☐ ☐	Remove per HUD's comments
7-8.	REO schedule, Maturing debt schedule and Certification of existing indebtness..... Property Financial Statements (Recent 3 yrs.), if applicable……		☐ ☐	☐ ☐	Break out into separate sections per HUD comments
Section 8: Principal of Mortgagor (Complete for each Principal)(Section 7 & 8 separately bound)					
8-1.	~~Organizational Chart [OrgCht]……~~		☐	☐	Remove section - combined with Mortgagor section above
8-2.	~~Organizational Documents [OrgDoc]~~ ~~A. Corporate~~ ~~1. Articles of Incorporation……~~ ~~2. Bylaws……~~ ~~3. Authorizing Resolutions……..~~ ~~B. Partnership~~ ~~1. Partnership Agreement……~~ ~~2. Certificate of Partnership……~~ ~~3. Authorizing Resolutions……~~ ~~C. Limited Liability Company~~ ~~1. Articles of Organization……~~ ~~2. Operating Agreement……~~ ~~3. Authorizing Resolutions……~~		☐ ☐ ☐ ☐ ☐ ☐ ☐ ☐ ☐	☐ ☐ ☐ ☐ ☐ ☐ ☐ ☐ ☐	
8-3.	~~Resume [PrinResume]……~~		☐	☐	
8-4.	~~APPS Certification [AppsCert]……~~ ~~A. For Sub-Rehab, if new partners are proposed, a Form HUD-2530 to be submitted for each new principal~~		☐	☐	
8-5.	~~Credit Report [CrdRpt]~~ ~~A. Principal of Mortgagor- Credit reports are required for each new general partner, limited partner with a more than 25% interest, stockholder with a more than 10% interest, being added to the mortgagor entity.~~ ~~B. Sampling of Principal's Other Business Concerns……~~		☐ ☐	☐ ☐	
8-6.	~~Principal Financial Statements (Recent 3 yrs. plus Year to Date, Balance Sheet, Income and Expense Statement, REO schedule, maturing debt schedule and Financial Statement Certification)[FYTD](for individuals-HUD2417) [2417]……~~		☐	☐	
8-7.	~~Supplement to Application for a Multifamily Housing Project – [HUD 92013-Supp]…~~ ~~EEO Certificate [EEOCert]……~~ ~~Assurance of Compliance (Title VI Certificate) [TitleVICert]……~~ ~~Byrd Amendment Certificate [ByrdCert]……~~ ~~LIHTC Certificate [LIHTCCert]……..~~ ~~Borrower Oath [BorrOath]……....~~ ~~Financial Requirements for Closing HUD-2283 [2283]……~~		☐ ☐ ☐ ☐ ☐ ☐ ☐	☐ ☐ ☐ ☐ ☐ ☐ ☐	Remove all - will be within consolidated certifications and/or are currently closing items

Tab.	Item/Exhibit Firı☐ Pre-Application ☐ [Loan Directory Structure Naming Convention]				Working Group Comments
No.	Item	File Name	N/A	Incl.	Items in blue are new comments on d4 checklist (not covered on 223f)
Section 9: Contractor (Inserted in Mortgage Credit Binder)					
9-1.	Resume or AIA A305, Contractor's Qualification Statement [A305]……		☐	☐	
9-2.	~~APPS Certification, delinquent federal debt, judgments, tax liens, bankruptcies[Apps]~~		☐	☐	Move up to Mortgage Credit section with rest of 2530's
9-3.	~~Contractor's Consolidated Certification [ContrCert]……~~		☐	☐	Move up to Mortgage Credit section
9-4.	~~Contractor's Credit Report [ContrCrdRpt]……~~		☐	☐	Move up to Mortgage Credit section
9-4a.	~~Risk associated with Contractors other Business Concerns [ContrOthr]……~~		☐	☐	Remove per HUD's comments (included in Narrative)
9-5.	Financial Statements – Year-to-Date [FinclFYTD] A. Balance Sheet ~~1. Aging of Accounts Receivable……~~ ~~2. Aging of Notes Receivable……~~ ~~3. Schedule of Pledged Assets……~~ ~~4. Schedule of Marketable Securities……~~ ~~5. Schedule of Accounts Payable……~~ ~~6. Schedule of Notes and Mortgages Payable……~~ ~~7. Schedule of Legal Proceedings……~~ ~~8. Schedule of work in progress……~~ ~~B. Income and Expense Statement……~~ C. Financial Statement Certification…… ~~D. Contractor's working capital equals not less than 5% of construction ……~~		☐ ☐ ☐ ☐ ☐ ☐ ☐ ☐ ☐ ☐ ☐ ☐	☐ ☐ ☐ ☐ ☐ ☐ ☐ ☐ ☐ ☐ ☐ ☐	Combine 9-5 to 9-8 to one line - GC financial statements to include 3 years Balance Sheets and income & expense, certification (if not audited), balance sheet schedules for most recent period Remove - included in narrative
9-6.	~~Financial Statements – FY 20__ [FinclFY]~~ ~~A. Balance Sheet~~ ~~1. Aging of Accounts Receivable……~~ ~~2. Aging of Notes Receivable……~~ ~~3. Schedule of Pledged Assets……~~ ~~4. Schedule of Marketable Securities……~~ ~~5. Schedule of Accounts Payable……~~ ~~6. Schedule of Notes and Mortgages Payable……~~ ~~7. Schedule of Legal Proceedings……~~ ~~8. Schedule of work in progress……~~ ~~B. Income and Expense Statement……~~ ~~C. Financial Statement Certification……~~		☐ ☐ ☐ ☐ ☐ ☐ ☐ ☐ ☐ ☐ ☐	☐ ☐ ☐ ☐ ☐ ☐ ☐ ☐ ☐ ☐ ☐	
9-7.	~~Financial Statements – FY 20__ [FinclFY]~~ ~~A. Balance Sheet~~ ~~1. Aging of Accounts Receivable……~~ ~~2. Aging of Notes Receivable……~~ ~~3. Schedule of Pledged Assets……~~ ~~4. Schedule of Marketable Securities……~~ ~~5. Schedule of Accounts Payable……~~ ~~6. Schedule of Notes and Mortgages Payable……~~ ~~7. Schedule of Legal Proceedings……~~ ~~8. Schedule of work in progress……~~ ~~B. Income and Expense Statement……~~ ~~C. Financial Statement Certification……~~		☐ ☐ ☐ ☐ ☐ ☐ ☐ ☐ ☐ ☐ ☐	☐ ☐ ☐ ☐ ☐ ☐ ☐ ☐ ☐ ☐ ☐	
9-8.	~~Financial Statements – FY 20__ [FinclFY]~~				

Tab.	Item/Exhibit Firı☐ Pre-Application ☐ [Loan Directory Structure Naming Convention]				**Working Group Comments**
No.	**Item**	**File Name**	**N/A**	**Incl.**	Items in blue are new comments on d4 checklist (not covered on 223f)
	~~A. Balance Sheet~~ ~~1. Aging of Accounts Receivable……~~ ~~2. Aging of Notes Receivable……~~ ~~3. Schedule of Pledged Assets……~~ ~~4. Schedule of Marketable Securities……~~ ~~5. Schedule of Accounts Payable……~~ ~~6. Schedule of Notes and Mortgages Payable……~~ ~~7. Schedule of Legal Proceedings……~~ ~~8. Schedule of work in progress……~~ ~~B. Income and Expense Statement……~~ ~~C. Financial Statement Certification……~~		☐ ☐ ☐ ☐ ☐ ☐ ☐ ☐ ☐ ☐ ☐	☐ ☐ ☐ ☐ ☐ ☐ ☐ ☐ ☐ ☐ ☐	

Project Name:
Project Number:

New Construction/Sub Rehab Sections 220, 221(d)(4), 231, and 241(a)

Multifamily New Construction/Substantial Rehab

Application Checklist and Loan Directory Structure

Application Checklist Instructions

This checklist is to be used for multifamily new construction and substantial rehabilitation applications. Exhibits specified within this checklist that are not applicable should be noted "N/A" in the appropriate column and a filler placed within the package labeled "NA". Type a lowercase "a" to add a check-mark in the columns.

Each application must have a complete original hard copy.

- ✓ One additional copy of the application in the following format:
  - A separately bound mortgage credit package;
  - A copy without the non-disclose credit information; and
- ✓ An electronic submission of the underwriting file, exhibits and third-party reports on a disc or a removable drive.

The original and hardcopy of the application should be bound in one or more three-inch accordian file folder.

Each exhibit within the original and copy must be tabbed per the numbering protocol on the following checklist, (Tab1-1, 1-2, 1-3, etc.).

Each electronic submission must follow the specific naming conventions described in the Loan Directory Structure.

Loan Directory Structure Instructions

As noted, a copy of the loan application must be submitted in electronic format. In order to standardize and facilitate access and functionality of the electronic submission, we request Lenders to use the specific naming conventions inserted in the checklist. **The naming conventions are indicated in [brackets] on the attached Application Checklist for each item.**

- ✓ Use no more than 40 characters when naming files.
- ✓ Please avoid using special characters \ / : * ? " < > | # { } % ~ & as part of the file name.
- ✓ Avoid adding the assigned FHA number in the file name, it only adds characters.
- ✓ Avoid using spaces. (Each space or blank space incorporated in a document name is translated into 3 characters when using SharePoint software. Using either an underline _ or dash – is counted as one character and is an acceptable alternative.

For example: Instead of **Tab 01-Lender Narrative** 171-**22000** *39 characters*

Using a shorter naming convention 1-2A_**LndrNarr** *only 13 characters*

Tab.	Item/Exhibit Firm☐ Pre-Application☐ [Loan Directory Structure Naming Convention]				
No.	**Item**	**File Name**	**N/A**	**Pre-App**	**Incl.**
Section 1: Underwriting					
1-1.	A. Check – FHA Application Fee; 0.3% of Mortgage Amount/$3.00 per $1000.00 (0.15%/$1.50 per $1000.00 at pre-app. - balance at Firm App.); B. Transmittal Letter …… C. Completed Application Checklist ……	Check TrsLtr PreChkLst, FirmChkLst	☐ ☐ ☐	☐ ☐ ☐	☐ ☐ ☐
1-2.	A. Lender's Underwriting Narrative (WORD/PDF version) …… B. Identity of Interest disclosure …… C. FHA Summary Report (Excel file) ……	LndrNarr IOIDis FHARpt	☐ ☐ ☐	☐ ☐ ☐	☐ ☐ ☐
1-3.	Lender's Underwriting HUD Forms ***(signed and dated by the Lender)*** A. HUD-92013 ***(Optional)*** and 92013-E, as applicable…… B. Lender's version HUD-92264 Multifamily Summary Appraisal Report ……. 1. Operating Deficit Calculation…… 2. Listing of Mortgagor's Other Fees…… 3. Listing of Contractor's Other Fees…… C. HUD-92264-A, Supplement to Project Analysis …….…	92013 Lndr92264 IODCalc MtgrOtherFee GCOtherFee 92264A	☐ ☐ ☐ ☐ ☐ ☐	☐ ☐ ☐ ☐ ☐ ☐	☐ ☐ ☐ ☐ ☐ ☐
1-4.	Waiver Requests A. Request for waivers HUD – 2 Form…… B. Supporting documentation …..…… C. Section 220 only, provide evidence of eligibility……..	HUD2 HUD2Doc 220Elig	☐ ☐ ☐	☐ ☐ ☐	☐ ☐ ☐
Section 2: Third Party Reports					
2-1.	Appraisal Report, with supporting forms (appraiser version)……	Appraisal	☐	☐	☐
2-2.	Market Study **…….**	MktRpt	☐	☐	☐
2-3.	Environmental Review A. Phase I Environmental Site Assessment (ESA)…… 1. 4128/Environmental Report…… B. Phase II ESA (if applicable) ……. C. Specialty reports, as applicable……	PhaseI 4128 PhaseII Pest, Mold, etc.	☐ ☐ ☐ ☐	☐ ☐ ☐ ☐	☐ ☐ ☐ ☐
2-4.	Architectural & Cost Analysis A. Arch/Cost Analyst Report…… B. Engineer & Specialty Reports……	AEReview EngSpRpt	☐ ☐	☐ ☐	☐ ☐
2-5.	Relocation Plan, Other Reports, as necessary…..……..	ReloPlan	☐	☐	☐
Section 3: Management Agent					
3-1.	A. Organizational Chart, Identity of Interest ONLY……	MgmtOrgCht	☐	☐	☐
3-2.	HUD Management Forms A. Resume of Management agent including schedule of managed properties…… B. HUD-9832, Management Entity Profile …… C. HUD- 9839, A, B or C Certifications …… D. Management Plans and Sample Lease …… E. Management Agreement…… F. Evidence of Fidelity Bond insurance …… G. HUD-935.2A Affirmative Fair Housing Marketing Plan……	MgmtRes 9832 9839 MgmtPln MgmtAgmt FidelityIns AFHMP	☐ ☐ ☐ ☐ ☐ ☐ ☐	☐ ☐ ☐ ☐ ☐ ☐ ☐	☐ ☐ ☐ ☐ ☐ ☐ ☐
Section 4: Property Documents					
4-1.	A. If Purchase,	PSAgmt			

Tab.	Item/Exhibit Firm Pre-Application [Loan Directory Structure Naming Convention]				
No.	**Item**	**File Name**	**N/A**	**Pre-App**	**Incl.**
	1. Purchase and Sale Agreement ……				
	2. Amendments or Extension Agreements to Purchase and Sale Agreement…				
	B. Last Arm's Length Certification				
	1. Purchase contract or Settlement Statement……	LALStmt			
	C. Section 8 HAP Contract and Rent Schedule, if applicable……	HAP			
4-2.	Title				
	A. Preliminary Title Report, disclose all liens and secured transactions	Title			
	B. Easements and Maintenance Agreements	EaseMaintAgt			
	1. Existing ……				
	2. Proposed……				
	C. ALTA/ACSM Land Title Survey and form HUD-91073M, Surveyor's Report…	SurvRpt			
	D. Location Maps and Photographs……	Maps			
4-3.	Evidence of zoning compliance	Zoning			
4-4.	Municipal services and other utility assurance letters	UtilityLtrs			
	A. Electricity ……	Elect			
	B. Natural Gas or Oil……	Gas			
	C. Telephone ……	Phone			
	D. Cable Television……	Cable			
	E. Water and Sewer Service……	WtrSwr			
	F. Garbage Collection ……	Trash			
	G. Storm Sewer ……	StormSwr			
4-5.	Commercial Space and Income calculations……	CmlLse			
4-6.	Land Lease ……	GndLse			
4-7.	Evidence of Real Estate Tax Abatement/Exemption ……	TaxAbtExp			
Section 5: Mortgage Credit (separately bound)					
5-1.	Organizational Chart ……	OrgCht			
	A. List of Principals……..	Prins			
	B. Resumes ……..	Res			
	C. General Contractor Resume or AIA A305……..	GCRes			
5-2.	Organizational Documents (as applicable) Articles of Incorporation, Partnership Agreement, Articles of Organization…	OrgDocs			
5-3.	A. Consolidated Certification Borrower (Form HUD-91070M) Statement……	ConsolCert			
5-4.	Nonprofit Mortgagor				
	A. Form HUD-3433, Eligible Nonprofit	3433			
	B. Form HUD-3434……	3434			
	C. Form HUD-3435……	3435			
	D. Detailed explanation of motivations for project……	Motive			
	E. Developer's Agreement……..	DevAgmt			
	F. Housing Consultant Contract, as applicable……..	HsgConK			
5-5.	Previous Participation Certification A. APPS Baseline or Certification or Form HUD-2530 (For all Principals)……...	APPS			
5-6.	Credit Reports				
	A. Credit report: Mortgagor, Principals, IOI Management Agent……	CrdtRpt			
	B. Verification of Cash to Close/WC (estimate via bank statements)……	VOD			

Tab.	Item/Exhibit Firm Pre-Application [Loan Directory Structure Naming Convention]				
No.	**Item**	**File Name**	**N/A**	**Pre-App**	**Incl.**
	C. Verification of EIN/SSN……..	EIN	☐	☐	☐
	B. Form HUD-92013-Supplemental……..	92013S			
5-7.	Mortgagor/Property Financial Statements	MtgrFinStmt			
	A. Audited/Certified financial statements for past three years				
	B. Certified YTD financial statement w/supporting schedules within 90 days of submission	MtgrYTD	☐	☐	☐
	C. CPA Review of most recent unaudited financial statements	CPAReview	☐	☐	☐
	D. Certification of existing indebtedness…….....	ExistingDebt	☐	☐	☐
5-8.	Controlling Principal(s) & GC Financial Statements				
	A. Certified YTD financial statement w/supporting schedules within 90 days of submission	PrinYTD	☐	☐	☐
	B. Audited/Certified financial statements for past three years (For individuals just a current certified financial statement or HUD 92417)	PrinFinStmt	☐	☐	☐
	C. REO & Maturing Debt Schedule…….....	REO_Debt	☐	☐	☐
	D. Other Business Concerns……	OtrConcerns			
5-9.	Other Funding Sources: Grants/Loans/Tax Credits, if applicable				
	A. Commitment letter ……	CmtLTR	☐	☐	☐
	B. If Tax Credits, equity amount and pay-in schedule……..	TCEqSch	☐	☐	☐
	C. Tax Credit Reservation, executed copy…….	TCRes	☐	☐	☐
	D. Source and Use Statement……	SUStmt	☐	☐	☐
	E. HUD-2880, Applicant/Recipient Disclosure/Update Report……	2880	☐	☐	☐
	F. Bridge Loan agreements……	Bridge	☐	☐	☐
	G. Subsidy Layering Review……	SLR	☐	☐	☐
	H. Draft Partnership and/or Operating Agreement, if applicable……	LPA, OpAgmt	☐	☐	☐

Project Name:
Project Number:

Section 223(f) & 223(a)(7)

Multifamily Acquisition/Refinance

Firm Application Checklist and Loan Directory Structure

Application Checklist Instructions

This checklist is to be used for multifamily 223(f) acquisition and refinance, 223(a)(7) MAP and TAP applications. Exhibits specified within this checklist that are not applicable should be noted "N/A" in the appropriate column and a filler placed within the package labeled "NA". Type a lowercase "a" to add a check-mark in the columns.

Each application must have a complete original hard copy.

- ✓ One additional copy of the application in the following format:
  - A separately bound mortgage credit package;
  - A copy without the non-disclose credit information; and
- ✓ An electronic submission of the underwriting file, exhibits and third-party reports on a disc or a removable drive.

The original and hardcopy of the application should be bound in one or more three-inch accordian file folder(s).

Each exhibit within the original and copy must be tabbed per the numbering protocol on the following checklist, (Tab1-1, 1-2, 1-3, etc.).

Each electronic submission must follow the specific naming conventions described in the Loan Directory Structure.

Loan Directory Structure Instructions

As noted, a copy of the loan application must be submitted in electronic format. In order to standardize and facilitate access and functionality of the electronic submission, we request Lenders to use the specific naming conventions inserted in the checklist. **The naming conventions are indicated in [brackets] on the attached Application Checklist for each item.**

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For example: Instead of **Tab 01-Lender Narrative** 171-**22000** *39 characters*

Using a shorter naming convention 1-2A_**LndrNarr** *only 13 characters*

Tab.	Item/Exhibit Firm Application Checklist [Loan Directory Structure Naming Convention]			
No.	**Item**	**File Name**	**N/A**	**Incl.**
Section 1: Underwriting				
1-1.	A. Check – FHA Application Fee; 0.3% of Mortgage Amount/$3.00 per $1000.00 (0.15%/$1.50 per $1000.00 at pre-app. - balance at Firm App.);	Check	☐	☐
	B. Transmittal Letter ……	TrsLtr	☐	☐
	C. Completed Firm Application Checklist ……	FirmChkLst	☐	☐
1-2.	A. Lender's Underwriting Narrative (WORD/PDF version) ……	LndrNarr	☐	☐
	B. Identity of Interest disclosure ……	IOIDis	☐	☐
	C. FHA Summary Report (Excel file) ……	FHARpt	☐	☐
1-3.	Lender's Underwriting HUD Forms ***(signed and dated by the Lender)***			
	A. HUD-92013 ***(Optional)*** and 92013-E, as applicable……	92013	☐	☐
	B. Lender's version HUD-92264 Multifamily Summary Appraisal Report …….	Lndr92264	☐	☐
	2. Listing of Mortgagor's Other Fees……	MtgrOtherFee	☐	☐
	C. HUD-92264-A, Supplement to Project Analysis ……..…	92264A	☐	☐
1-4.	Waiver Requests			
	A. Request for waivers HUD – 2 Form……	HUD2	☐	☐
	B. Supporting documentation …..……	HUD2Doc	☐	☐
	C. Section 220 only, provide evidence of eligibility……..	220Elig	☐	☐
Section 2: Third Party Reports				
2-1.	Appraisal Report, with supporting forms (appraiser version)……	Appraisal	☐	☐
2-2.	Market Study, if required/applicable for volatile/soft markets**……**	MktRpt	☐	☐
2-3.	Environmental Review			
	A. Phase I Environmental Site Assessment (ESA) [Phase1]……	PhaseI	☐	☐
	1. 4128/Environmental Report……	4128	☐	☐
	B. Phase II ESA (if applicable) [Phase2]…….	PhaseII	☐	☐
	C. Specialty reports, as applicable……	Pest, Mold, etc	☐	☐
2-4.	Project Capital Needs Assessment			
	A. PCNA Report ……	PCNA	☐	☐
	B. Plans and Specs, if required……	PlnSpec	☐	☐
	C. Relocation plan, if applicable	ReloPlan	☐	☐
Section 3: Management Agent				
3-1.	A. Organizational Chart, Identity of Interest ONLY……	MgmtOrgCht	☐	☐
3-2.	HUD Management Forms			
	A. Resume of Management agent including schedule of managed properties……	MgmtRes	☐	☐
	B. HUD-9832, Management Entity Profile……	9832	☐	☐
	C. HUD- 9839, A, B or C Certifications……	9839	☐	☐
	D. Management Plans and Sample Lease……	MgmtPln	☐	☐
	E. Management Agreement ……	MgmtAgmt	☐	☐
	F. Evidence of Fidelity Bond insurance ……	FidelityIns	☐	☐
	G. HUD-935.2A Affirmative Fair Housing Marketing Plan……	AFHMP	☐	☐

Tab.	Item/Exhibit Firm Application Checklist [Loan Directory Structure Naming Convention]			
No.	**Item**	**File Name**	**N/A**	**Incl.**
Section 4: Property Documents				
4-1.	A. Refinance			
	1. Certification of Outstanding Obligations……	CertOutOb	☐	☐
	2. Pay-off statement for each obligation	PayOffStmt	☐	☐
	3. HUD Prepayment Authorization Letter (9807)	9807		
	B. If Acquisition		☐	☐
	1. Purchase & Sale Agreement with Amendments, Extensions	SalCtrt	☐	☐
	2. Last Arm's length certification	LALStmt	☐	☐
	C. Copy of Certificate of Occupancy of Final Inspection Report	COO	☐	☐
4-2.	Title			
	A. Preliminary Title Report, disclose all liens and secured transactions	Title	☐	☐
	B. Easements and Maintenance Agreements	EaseMaintAgt	☐	☐
	1. Existing ……		☐	☐
	2. Proposed…….		☐	☐
	C. ALTA/ACSM Land Title Survey and form HUD-91073M Surveyor's Report…	SurvRpt	☐	☐
	D. Location Maps and Photographs……	Maps	☐	☐
4-3.	Evidence of zoning compliance	Zoning		
	A. Fire Marshall Letter……	FMLtr	☐	☐
4-4.	Miscellaneous property documents			
	A. Current certified Rent Roll within 90 days……	CrtRentRoll	☐	☐
	B. Master Lease info, if applicable……	Mstlease	☐	☐
	C. Evidence of site control……	SiteCtrl	☐	☐
	D. Report from official re: private sewer/water……	WtrSwr	☐	☐
	E. Section 8 HAP Contract and Rent Schedule, if applicable……	HAP	☐	☐
	F. Land Lease……	GndLse	☐	☐
4-5.	Commercial Space and Income calculations…….	CmlLse	☐	☐
4-6.	Evidence of Real Estate Tax Abatement/Exemption ……	TaxAbtExp	☐	☐
Section 5: Mortgage Credit (separately bound)				
5-1.	Organizational Chart ……	OrgCht	☐	☐
	A. List of Principals……..	Princs	☐	☐
	B. Resumes ……..	Res	☐	☐
5-2.	Organizational Documents (as applicable) Articles of Incorporation, Partnership Agreement, Articles of Organization…	OrgDocs	☐	☐
5-3.	A. Consolidated Certification Borrower (Form HUD-91070M) Statement…..…	ConsolCert	☐	☐
5-4.	Nonprofit Mortgagor			
	A. Form HUD-3433, Eligible Nonprofit	3433	☐	☐
	B. Form HUD-3434…….	3434	☐	☐
	C. Form HUD-3435…….	3435	☐	☐
	D. Detailed explanation of motivations for project……	Motive	☐	☐
	E. Housing Consultant Contract, as applicable……..	HsgConK	☐	☐
5-5.	Previous Participation Certification A. APPS Baseline or Certification or Form HUD-2530 (For all Principals)……...	APPS	☐	☐
5-6.	Credit Reports			

Tab.	Item/Exhibit Firm Application Checklist [Loan Directory Structure Naming Convention]			
No.	**Item**	**File Name**	**N/A**	**Incl.**
	A. Credit report: Mortgagor, Principals, IOI Management Agent……	CrdtRpt	☐	☐
	B. Verification of Cash to Close (estimate via bank statements)……	VOD	☐	☐
	C. Verification of EIN/SSN……..	EIN	☐	☐
	D. Form HUD-92013-Supplemental……..	92013S		
5-7.	Mortgagor/Property Financial Statements	MtgrFinStmt	☐	☐
	A. Audited/Certified financial statements for past three years	MtgrYTD	☐	☐
	B. Certified YTD financial statement w/supporting schedules within 90 days of submission	MtgrYTD	☐	☐
	C. CPA Review of most recent unaudited financial statements	CPAReview	☐	☐
	D. Certification of existing indebtedness…….....	ExistingDebt	☐	☐
5-8.	Controlling Principal(s) Financial Statements			
	A. Certified YTD financial statement w/supporting schedules within 90 days of submission	PrinYTD	☐	☐
	B. Audited/Certified financial statements for past three years (For individuals, just a current certified financial statement or HUD 92417)	PrinFinStmt	☐	☐
	C. REO & Maturing Debt Schedule…….....	REO_Debt	☐	☐
	D. Other Business Concerns	OtrConcerns		
5-9.	Other Funding Sources: Grants/Loans/Tax Credits, if applicable			
	A. Commitment letter ……	CmtLTR	☐	☐
	B. If Tax Credits, equity amount and pay-in schedule……..	TCEqSch	☐	☐
	C. Tax Credit Reservation, executed copy……	TCRes	☐	☐
	D. Source and Use Statement……	SUStmt	☐	☐
	E. HUD-2880, Applicant/Recipient Disclosure/Update Report……	2880	☐	☐
	F. Bridge Loan agreements……	Bridge	☐	☐
	G. Subsidy Layering Review……	SLR	☐	☐
	H. Draft Partnership and/or Operating Agreement, if applicable……	LPA, OpAgmt	☐	☐