

## **Application Exhibit Checklist Instructions**

This Excel workbook contains the Application Exhibit Checklists to be used for all MAP and TAP applications for FHA multifamily mortgage insurance being submitted under Section 223(f), Section 223(a)(7), the New Construction/Substantial Rehabilitation programs (Sections 221(d)(4), 220, and 231), and Section 241(a).

There are four different checklists on the following four worksheets - use the applicable checklist:

- Section 223(f) Refinance/Acquisition - Firm Application
- Section 223(a)(7) Refinance - Firm Application
- New Construction/Substantial Rehabilitation (Sections 221(d)(4), 220, and 231), and 241(a) - Pre-Application
- New Construction/Substantial Rehabilitation (Sections 221(d)(4), 220, and 231), and 241(a) - Firm Application

### **Instructions for Completing the Checklists**

Complete the applicable checklist by indicating whether each application exhibit is included in the application or not applicable by placing a checkmark in the appropriate column. To place a checkmark in the appropriate column, click the checkbox. If the "N/A" column is grayed-out, that exhibit is required for applications under that program and phase and must be submitted.

### **Application Folders/Tabs and Exhibit File Names**

The electronic copy of the application should be organized into folders for each section of the applicable checklist. Create as many additional "Section 5: Mortgage Credit" folders as needed for Principals, the General Contractor, and/or Management Agent, and include the entity's or individual's name in the folder name. The original and hard copy of the application should be tabbed according to the tab numbering system on the checklist.

The electronic file for each exhibit should be named according to the file naming convention specified in the "File Name" column on the checklist. If additional files are submitted, please follow the below guidelines for file names:

- Use no more than 40 characters
- Avoid using special characters (e.g., \ / : \* ? " < > | # { } % ~ &)
- Avoid using spaces; use an underscore ("\_") or hyphen ("-") instead
- Avoid adding the FHA # to the file name, as it only adds characters

For example: Instead of "Tab 1-2.A. HUD-92013-A Lender's Underwriter's Narrative 171-22000" (65 characters), use "1-2A\_LndrNarr" (only 13 characters).

For exhibits specified as N/A by the Lender, please place a filler page labeled "N/A" in that tab in the original and hard copy of the application.

### **Application Submission Instructions**

Step 1: Mail one electronic copy of the application on a removable USB flash drive (encrypted, if possible) to the appropriate HUD Office.

Step 2: Once the application has been screened for completeness, accepted into processing, and assigned to a HUD Underwriter, the HUD Office will provide instructions for mailing the complete original and one additional hard copy with a separately-bound mortgage credit package.

Project Name:   
 FHA Project #:

## Section 223(f) Refinance/Acquisition Firm Application Exhibit Checklist

Tab No.	Exhibit Name	File Name	Incl.	N/A
<b>Section 1: Underwriting</b>				
1-1.	A.	Application Fee Pay.gov Receipt	PayGov	<input type="checkbox"/>
	B.	Transmittal Letter	TrsLtr	<input type="checkbox"/>
	C.	Completed Application Exhibit Checklist	Chklst	<input type="checkbox"/>
1-2.	A.	HUD-92013-A Lender's Underwriter's Narrative	LndrNarr	<input type="checkbox"/>
	B.	Lender Due Diligence Certification	LndrCert	<input type="checkbox"/>
	C.	Lender Certification Regarding Lobbying (24 CFR Part 87 Appendix A), and Disclosure Form (Appendix B), if applicable	LndrByrdCert	<input type="checkbox"/>
	D.	Lender Identity-of-Interest Disclosure	IOIDiscl	<input type="checkbox"/>
	E.	HUD-92013-C LIHTC Summary Report (Excel), if new LIHTCs	LIHTCRpt	<input type="checkbox"/>
1-3.	Lender's Underwriting HUD Forms			
	A.	HUD-92013 Application for Multifamily Housing Project	92013	<input type="checkbox"/>
	B.	HUD-92013-D Reduced MIP Certification	92013D	<input type="checkbox"/>
	C.	HUD-92264 Multifamily Summary Appraisal Report (Lender's version)	Lndr92264	<input type="checkbox"/>
	D.	HUD-92264-A Supplement to Project Analysis	92264A	<input type="checkbox"/>
	1.	List of Borrower's Other Fees	OtherFee	<input type="checkbox"/>
1-4.	Waiver Requests			
	A.	HUD-2 Request for Waiver	HUD2	<input type="checkbox"/>
	B.	Supporting Documentation	HUD2Doc	<input type="checkbox"/>
1-5.	Miscellaneous/other underwriting documents			
			MiscUW	<input type="checkbox"/>
<b>Section 2: Third Party Reports</b>				
2-1.	Appraisal Report with Supporting Forms (HUD-92273 & 92274) (Appraiser's version)		Appraisal	<input type="checkbox"/>
	A.	HUD-92264-T Rent Estimates for Low/Moderate Income Units, if applicable	92264T	<input type="checkbox"/>
2-2.	Market Study, if required		MktRpt	<input type="checkbox"/>
2-3.	Environment Review			
	A.	HUD Environmental Review Online System (HEROS) Submission Confirmation Email	HEROS	<input type="checkbox"/>
	B.	Phase I Environmental Site Assessment (ESA)	PhaseI	<input type="checkbox"/>
	C.	Phase II ESA, if applicable	PhaseII	<input type="checkbox"/>
2-4.	Capital Needs Assessment (CNA)			
	A.	CNA e-Tool Submission Confirmation E-Mail	eTool	<input type="checkbox"/>
	B.	Plans and Specifications, if required	PlanSpec	<input type="checkbox"/>
	C.	Relocation Plan, if applicable	ReloPlan	<input type="checkbox"/>
2-5.	Specialty Reports, if any, and other exhibits required by Appendix 5D		SpclRpts	<input type="checkbox"/>
<b>Section 3: Management Agent</b>				
3-1.	Organizational Chart (only if Identity-of-Interest)		MgmtOrgCht	<input type="checkbox"/>
3-2.	HUD Management Forms			
	A.	Resume of Management Agent including Schedule of Managed Properties	MgmtRes	<input type="checkbox"/>
	B.	HUD-9832 Management Entity Profile	9832	<input type="checkbox"/>
	C.	HUD-9839-A, B, or C Certifications	9839	<input type="checkbox"/>
	D.	Management Plan and Sample Lease	MgmtPln	<input type="checkbox"/>
	E.	Management Agreement	MgmtAgmt	<input type="checkbox"/>

	F.	Evidence of Fidelity Bond Insurance	FidelityIns	<input type="checkbox"/>	
3-3.		Miscellaneous/other management documents	MiscMgmt	<input type="checkbox"/>	<input type="checkbox"/>
<b>Section 4: Property Documents</b>					
4-1.	A.	If Refinance			
		1. Certification of Outstanding Obligations/Existing Indebtedness	CertOutOb	<input type="checkbox"/>	<input type="checkbox"/>
		2. Pay-off Statement for each Obligation	PayOffStmt	<input type="checkbox"/>	<input type="checkbox"/>
		3. HUD-9807 Prepayment Authorization, if applicable	9807	<input type="checkbox"/>	<input type="checkbox"/>
	B.	If Acquisition			
		1. Purchase & Sale Agreement with Amendments and Extensions	SaleCrtt	<input type="checkbox"/>	<input type="checkbox"/>
		2. Last Arm's Length Certification	LALStmt	<input type="checkbox"/>	<input type="checkbox"/>
4-2.		Title & Survey			
	A.	Preliminary Title Report	Title	<input type="checkbox"/>	
	B.	Easement and Maintenance Agreements (Existing and Proposed)	EaseMaintAgt	<input type="checkbox"/>	<input type="checkbox"/>
	C.	ALTA/ACSM Land Title Survey	Survey	<input type="checkbox"/>	
	D.	HUD-91073M Surveyor's Report	SurvRpt	<input type="checkbox"/>	
	E.	Location Maps and Photographs	MapPhoto	<input type="checkbox"/>	
4-3.		Evidence of Site Control (e.g. Deed, Lease)	SiteCtrl	<input type="checkbox"/>	
4-4.		Evidence of Zoning Compliance	Zoning	<input type="checkbox"/>	
4-5.		Certificate of Occupancy or Final Inspection Report	COO	<input type="checkbox"/>	
4-6.		Current Certified Rent Roll	RentRoll	<input type="checkbox"/>	
4-7.		Miscellaneous property documents, as applicable			
	A.	Section 8 HAP Contract and Rent Schedule	HAP	<input type="checkbox"/>	<input type="checkbox"/>
	B.	Evidence of Real Estate Tax Abatement/Exemption	TaxAbtExp	<input type="checkbox"/>	<input type="checkbox"/>
	C.	Commercial Lease(s)	CmlLse	<input type="checkbox"/>	<input type="checkbox"/>
	D.	Master Lease	MstLease	<input type="checkbox"/>	<input type="checkbox"/>
	E.	Report from Official if Private Water/Sewer	WtrSwr	<input type="checkbox"/>	<input type="checkbox"/>
	F.	Other property documents	MiscProp	<input type="checkbox"/>	<input type="checkbox"/>
<b>Section 5: Mortgage Credit (seperately bound)</b>					
<b>MC Folder 1 - Borrower</b>					
5-1.		Organizational Chart	OrgCht	<input type="checkbox"/>	
	A.	List of Principals	Principal	<input type="checkbox"/>	
	B.	Resumes	Resume	<input type="checkbox"/>	
5-2.		Organizational Documents (provide Draft if LIHTC)			
	A.	Articles of Incorporation/Organization, Partnership Agreement, or Operating Agreement	OrgDocs	<input type="checkbox"/>	
5-3.		Previous Participation Certification			
	A.	Active Partners Performance System (APPS) Submission or Form HUD-2530	APPS	<input type="checkbox"/>	
5-4.		Credit Reports			
	A.	Credit Report	CrdtRpt	<input type="checkbox"/>	
	B.	HUD-92013-Supp Supplement to Application	92013S	<input type="checkbox"/>	
	C.	Verification of EIN/SSN	EIN	<input type="checkbox"/>	
	D.	Verification of Cash to Close	VOD	<input type="checkbox"/>	<input type="checkbox"/>
5-5.		Property Financial Statements			
	A.	Audited/Certified Financial Statements (past 3 years)	FinSmt	<input type="checkbox"/>	
	B.	Certified YTD Financial Statement, if required	FinSmtYTD	<input type="checkbox"/>	<input type="checkbox"/>
	C.	CPA Review of most recent unaudited Financial Statements, if required	CPARvw	<input type="checkbox"/>	<input type="checkbox"/>
5-6.		HUD-91070M Consolidated Borrower Certifications	ConsolCert	<input type="checkbox"/>	
5-7.		Other Funding Sources (Grants/Loans/Tax Credits), if applicable			
	A.	Commitment Letter(s)	CmtLtr	<input type="checkbox"/>	<input type="checkbox"/>

	B.	Tax Credit Equity Pay-In Schedule	TCEqSch	<input type="checkbox"/>	<input type="checkbox"/>
	C.	Executed Tax Credit Reservation Letter	TCRes	<input type="checkbox"/>	<input type="checkbox"/>
	D.	Sources and Uses Statement	SUStmt	<input type="checkbox"/>	<input type="checkbox"/>
	E.	HUD-2880 Applicant/Recipient Disclosure Report	2880	<input type="checkbox"/>	<input type="checkbox"/>
	F.	Bridge Loan Agreement(s)	Bridge	<input type="checkbox"/>	<input type="checkbox"/>
	G.	Subsidy Layering Review, if required	SLR	<input type="checkbox"/>	<input type="checkbox"/>
5-8.		Miscellaneous/other mortgage credit documents	MiscMC	<input type="checkbox"/>	<input type="checkbox"/>
<b>MC Folder 2 (create as many as needed) - Principal, GC, or Management Agent</b>					
5-1.		Organizational Chart	OrgCht	<input type="checkbox"/>	<input type="checkbox"/>
	A.	List of Principals	Princpl	<input type="checkbox"/>	<input type="checkbox"/>
	B.	Resumes	Resume	<input type="checkbox"/>	<input type="checkbox"/>
5-2.		Organizational Documents			
	A.	Articles of Incorporation/Organization, Partnership Agreement, or Operating Agreement	OrgDocs	<input type="checkbox"/>	<input type="checkbox"/>
5-3.		Previous Participation Certification			
	A.	Active Partners Performance System (APPS) Submission or Form HUD-2530	APPS	<input type="checkbox"/>	<input type="checkbox"/>
5-4.		Credit Reports			
	A.	Credit Report	CrdtRpt	<input type="checkbox"/>	<input type="checkbox"/>
	B.	HUD-92013-Supp Supplement to Application	92013S	<input type="checkbox"/>	<input type="checkbox"/>
	C.	Verification of EIN/SSN	EIN	<input type="checkbox"/>	<input type="checkbox"/>
5-5.		Financial Statements			
	A.	Audited/Certified (or CPA-Reviewed, if unaudited) Financial Statements (most recent full year) or HUD-92417 for individuals	FinSmt	<input type="checkbox"/>	<input type="checkbox"/>
	B.	Certified YTD Financial Statement, if required	FinSmtYTD	<input type="checkbox"/>	<input type="checkbox"/>
	C.	REO Schedule & Schedule of Mortgage Debt	REODebt	<input type="checkbox"/>	<input type="checkbox"/>
	D.	Other Business Concerns	BusCncrns	<input type="checkbox"/>	<input type="checkbox"/>
5-6.		Miscellaneous/other mortgage credit documents	MiscMC	<input type="checkbox"/>	<input type="checkbox"/>







Project Name:   
 FHA Project #:

**Section 223(a)(7) Refinance**  
 Firm Application Exhibit Checklist

Tab No.	Exhibit Name	File Name	Incl.	N/A
<b>Section 1: Underwriting</b>				
1-1.	A.	Application Fee Pay.gov Receipt	PayGov	<input type="checkbox"/>
	B.	Transmittal Letter	TrsLtr	<input type="checkbox"/>
	C.	Completed Application Exhibit Checklist	Chklst	<input type="checkbox"/>
1-2.	A.	Lender's Underwriter's Narrative Summary	LndrNarr	<input type="checkbox"/>
	B.	Lender Due Diligence Certification	LndrCert	<input type="checkbox"/>
	C.	Lender Certification Regarding Lobbying (24 CFR Part 87 Appendix A), and Disclosure Form (Appendix B), if applicable	LndrByrdCert	<input type="checkbox"/>
	D.	Lender Identity-of-Interest Disclosure	IOIDiscl	<input type="checkbox"/>
	E.	Completed Project Analysis (Excel)	ProjAnlys	<input type="checkbox"/>
1-3.	Lender's Underwriting HUD Forms			
	A.	HUD-92013 Application for Multifamily Housing Project	92013	<input type="checkbox"/>
	B.	HUD-92013-D Reduced MIP Certification	92013D	<input type="checkbox"/>
1-4.	Waiver Requests			
	A.	HUD-2 Request for Waiver	HUD2	<input type="checkbox"/>
	B.	Supporting Documentation	HUD2Doc	<input type="checkbox"/>
1-5.	Miscellaneous/other underwriting documents		MiscUW	<input type="checkbox"/>
<b>Section 2: Third Party Reports</b>				
2-1.	Capital Needs Assessment (CNA)			
	A.	CNA e-Tool Submission Confirmation E-Mail	eTool	<input type="checkbox"/>
2-2.	Specialty Reports, if any, and other exhibits required by Appendix 5D		SpclRpts	<input type="checkbox"/>
<b>Section 3: Management Agent</b>				
3-1.	Required Management exhibits, if new Management Agent		MiscMgmt	<input type="checkbox"/>
<b>Section 4: Property Documents</b>				
4-1.	Existing Indebtedness			
	A.	Certification of Outstanding Obligations/Existing Indebtedness	CertOutOb	<input type="checkbox"/>
	C.	HUD-9807 Prepayment Authorization	9807	<input type="checkbox"/>
	B.	Pay-off Statement for additional Obligations	PayOffStmt	<input type="checkbox"/>
	D.	Current HUD-94001M Note	MtgNote	<input type="checkbox"/>
	E.	Certified Statement of Escrow Balances	EscrwBal	<input type="checkbox"/>
4-2.	Title & Survey			
	A.	Current Title Report	Title	<input type="checkbox"/>
	B.	Easement and Maintenance Agreements	EaseMaintAgt	<input type="checkbox"/>
	C.	Survey Affidavit, if applicable	SurvAfdv	<input type="checkbox"/>
	D.	ALTA/ACSM Land Title Survey, if required	Survey	<input type="checkbox"/>
	E.	HUD-91073M Surveyor's Report, if required	SurvRpt	<input type="checkbox"/>
4-3.	A.	Current and Prior Certified Rent Rolls (last 6 months)	RentRoll	<input type="checkbox"/>
	B.	Occupancy History, by Quarter (last 3 years)	OcpyHstry	<input type="checkbox"/>
4-4.	Miscellaneous property documents, as applicable			
	A.	Section 8 HAP Contract and Rent Schedule	HAP	<input type="checkbox"/>
	B.	Evidence of Real Estate Tax Abatement/Exemption	TaxAbtExp	<input type="checkbox"/>
	C.	Commercial Lease(s)	CmlLse	<input type="checkbox"/>



	D.	Other property documents	MiscProp	<input type="checkbox"/>	<input type="checkbox"/>
<b>Section 5: Mortgage Credit (seperately bound)</b>					
5-1.		Identification of Principals for Regulatory Agreement Section 50 provision	Sec50Reg	<input type="checkbox"/>	
5-2.		HUD-92013-Supp Supplement to Application	92013S	<input type="checkbox"/>	
5-3.		Property Financial Statements			
	A.	Audited/Certified Financial Statements (past 3 years)	FinSmt	<input type="checkbox"/>	
	B.	Certified YTD Financial Statement, if required	FinSmtYTD	<input type="checkbox"/>	<input type="checkbox"/>
5-4.		HUD-91070M Consolidated Borrower Certifications	ConsolCert	<input type="checkbox"/>	
5-5.		Required MC exhibits, if new Principal(s)	MiscMC	<input type="checkbox"/>	<input type="checkbox"/>





Project Name:

FHA Project #:

## Construction/Substantial Rehabilitation - Sections 221(d)(4), 220, 231, and 24 Pre-Application Exhibit Checklist

Tab No.	Exhibit Name	File Name	Incl.	N/A
<b>Section 1: Underwriting</b>				
1-1.	A. Application Fee Pay.gov Receipt	PayGov	<input type="checkbox"/>	
	B. Transmittal Letter	TrsLtr	<input type="checkbox"/>	
	C. Completed Application Exhibit Checklist	Chklst	<input type="checkbox"/>	
1-2.	A. HUD-92013-B Lender's Underwriter's Narrative	LndrNarr	<input type="checkbox"/>	
	B. Lender Due Diligence Certification	LndrCert	<input type="checkbox"/>	
	C. Lender Certification Regarding Lobbying (24 CFR Part 87 Appendix A), and Disclosure Form (Appendix B), if applicable	LndrByrdCert	<input type="checkbox"/>	
	D. Lender Identity-of-Interest Disclosure	IOIDiscl	<input type="checkbox"/>	
	E. HUD-92013-C LIHTC Summary Report (Excel), if new LIHTCs	LIHTCRpt	<input type="checkbox"/>	<input type="checkbox"/>
1-3.	Lender's Underwriting HUD Forms			
	A. HUD-92013 Application for Multifamily Housing Project	92013	<input type="checkbox"/>	
	B. HUD-92013-D Reduced MIP Certification	92013D	<input type="checkbox"/>	<input type="checkbox"/>
	C. HUD-92264 Multifamily Summary Appraisal Report (Lender's version)	Lndr92264	<input type="checkbox"/>	<input type="checkbox"/>
	1. Operating Deficit Calculation	IODCalc	<input type="checkbox"/>	<input type="checkbox"/>
	2. List of Borrower's Other Fees	OtherFee	<input type="checkbox"/>	<input type="checkbox"/>
	3. List of Contractor's Other Fees	GCOtherFee	<input type="checkbox"/>	<input type="checkbox"/>
	D. HUD-92264-A Supplement to Project Analysis	92264A	<input type="checkbox"/>	<input type="checkbox"/>
1-4.	Waiver Requests			
	A. HUD-2 Request for Waiver	HUD2	<input type="checkbox"/>	<input type="checkbox"/>
	B. Supporting Documentation	HUD2Doc	<input type="checkbox"/>	<input type="checkbox"/>
	C. If Section 220, evidence of eligibility	220Elig	<input type="checkbox"/>	<input type="checkbox"/>
1-5.	Miscellaneous/other underwriting documents	MiscUW	<input type="checkbox"/>	<input type="checkbox"/>
<b>Section 2: Third Party Reports</b>				
2-1.	Appraisal Report with Supporting Forms (HUD-92273 & 92274) (Appraiser's versio	Appraisal	<input type="checkbox"/>	
	A. HUD-92264-T Rent Estimates for Low/Moderate Income Units, if applicable	92264T	<input type="checkbox"/>	<input type="checkbox"/>
2-2.	Market Study	MktRpt	<input type="checkbox"/>	
2-3.	Environment Review			
	A. HUD Environmental Review Online System (HEROS) Submission Confirmation Email	HEROS	<input type="checkbox"/>	
	B. Phase I Environmental Site Assessment (ESA)	PhaseI	<input type="checkbox"/>	
	C. Phase II ESA, if applicable	PhaseII	<input type="checkbox"/>	<input type="checkbox"/>
2-4.	Capital Needs Assessment (CNA)			
	A. CNA e-Tool Submission Confirmation E-Mail	eTool	<input type="checkbox"/>	<input type="checkbox"/>
	B. Relocation Plan, if applicable	ReloPlan	<input type="checkbox"/>	<input type="checkbox"/>
2-5.	Architectural & Cost Analysis Report	ArchCostRpt	<input type="checkbox"/>	<input type="checkbox"/>
2-6.	Engineer or Specialty Reports, if any	SpclRpts	<input type="checkbox"/>	<input type="checkbox"/>
<b>Section 3: Management Agent</b>				
3-1.	Organizational Chart (only if Identity-of-Interest)	MgmtOrgCht	<input type="checkbox"/>	<input type="checkbox"/>
3-2.	HUD Management Forms			
	A. Resume of Management Agent including Schedule of Managed Properties	MgmtRes	<input type="checkbox"/>	<input type="checkbox"/>
	B. HUD-9832 Management Entity Profile	9832	<input type="checkbox"/>	<input type="checkbox"/>

	C.	HUD-9839-A, B, or C Certifications	9839	<input type="checkbox"/>	<input type="checkbox"/>
	D.	Management Plan and Sample Lease	MgmtPln	<input type="checkbox"/>	<input type="checkbox"/>
	E.	Management Agreement	MgmtAgmt	<input type="checkbox"/>	<input type="checkbox"/>
	F.	Evidence of Fidelity Bond Insurance	FidelityIns	<input type="checkbox"/>	<input type="checkbox"/>
	G.	HUD-935.2A Affirmative Fair Housing Marketing Plan (AFHMP)	AFHMP	<input type="checkbox"/>	<input type="checkbox"/>
3-3.		Miscellaneous/other management documents	MiscMgmt	<input type="checkbox"/>	<input type="checkbox"/>
<b>Section 4: Property Documents</b>					
4-1.	A.	If Purchase			
		1. Purchase & Sale Agreement with Amendments and Extensions	SaleCrtt	<input type="checkbox"/>	<input type="checkbox"/>
	B.	If Purchased in the last 3 years			
		1. Purchase Contract or Settlement Statement	RecntPrch	<input type="checkbox"/>	<input type="checkbox"/>
		2. Last Arm's Length Certification	LALStmt	<input type="checkbox"/>	<input type="checkbox"/>
	C.	Certification of Outstanding Obligations/Existing Indebtedness	CertOutOb	<input type="checkbox"/>	<input type="checkbox"/>
4-2.		Title & Survey			
	A.	Preliminary Title Report	Title	<input type="checkbox"/>	<input type="checkbox"/>
	B.	Easement and Maintenance Agreements (Existing and Proposed)	EaseMaintAgt	<input type="checkbox"/>	<input type="checkbox"/>
	C.	ALTA/ACSM Land Title Survey	Survey	<input type="checkbox"/>	<input type="checkbox"/>
	D.	HUD-91073M Surveyor's Report	SurvRpt	<input type="checkbox"/>	<input type="checkbox"/>
	E.	Location Maps and Photographs	MapPhoto	<input type="checkbox"/>	<input type="checkbox"/>
4-3.		Evidence of Site Control (e.g. Deed, Lease)	SiteCtrl	<input type="checkbox"/>	<input type="checkbox"/>
4-4.		Evidence of Zoning Compliance	Zoning	<input type="checkbox"/>	<input type="checkbox"/>
4-5.		Municipal Services and Utility Assurance Letters (if New Construction)			
	A.	Electricity	Electric	<input type="checkbox"/>	<input type="checkbox"/>
	B.	Natural Gas or Oil	Gas	<input type="checkbox"/>	<input type="checkbox"/>
	C.	Telephone	Phone	<input type="checkbox"/>	<input type="checkbox"/>
	D.	Cable Television	Cable	<input type="checkbox"/>	<input type="checkbox"/>
	E.	Internet	Internet	<input type="checkbox"/>	<input type="checkbox"/>
	F.	Water and Sewer Service, or Report from Official if Private Water/Sewer	WtrSwr	<input type="checkbox"/>	<input type="checkbox"/>
	G.	Garbage Collection	Trash	<input type="checkbox"/>	<input type="checkbox"/>
	H.	Storm Sewer	StormSwr	<input type="checkbox"/>	<input type="checkbox"/>
4-6.		Miscellaneous property documents, as applicable			
	A.	Section 8 HAP Contract and Rent Schedule	HAP	<input type="checkbox"/>	<input type="checkbox"/>
	B.	Evidence of Real Estate Tax Abatement/Exemption	TaxAbtExp	<input type="checkbox"/>	<input type="checkbox"/>
	C.	Commercial Lease(s)	CmlLse	<input type="checkbox"/>	<input type="checkbox"/>
	D.	Master Lease	MstLease	<input type="checkbox"/>	<input type="checkbox"/>
	E.	Other property documents	MiscProp	<input type="checkbox"/>	<input type="checkbox"/>
<b>Section 5: Mortgage Credit (seperately bound)</b>					
<b>MC Folder 1 - Borrower</b>					
5-1.		Organizational Chart	OrgCht	<input type="checkbox"/>	<input type="checkbox"/>
	A.	List of Principals	Princlpl	<input type="checkbox"/>	<input type="checkbox"/>
	B.	Resumes	Resume	<input type="checkbox"/>	<input type="checkbox"/>
5-2.		Organizational Documents (provide Draft if LIHTC)			
	A.	Articles of Incorporation/Organization, Partnership Agreement, or Operating Agreement	OrgDocs	<input type="checkbox"/>	<input type="checkbox"/>
5-3.		Previous Participation Certification			
	A.	Active Partners Performance System (APPS) Submission or Form HUD-2530	APPS	<input type="checkbox"/>	<input type="checkbox"/>
5-4.		Credit Reports			
	A.	Credit Report	CrdtRpt	<input type="checkbox"/>	<input type="checkbox"/>
	B.	HUD-92013-Supp Supplement to Application	92013S	<input type="checkbox"/>	<input type="checkbox"/>

	C.	Verification of EIN/SSN	EIN	<input type="checkbox"/>	<input type="checkbox"/>
	D.	Verification of Cash to Close	VOD	<input type="checkbox"/>	<input type="checkbox"/>
5-5.	Property Financial Statements				
	A.	Audited/Certified Financial Statements (past 3 years)	FinSmt	<input type="checkbox"/>	<input type="checkbox"/>
	B.	Certified YTD Financial Statement with Supporting Schedules, if required	FinSmtYTD	<input type="checkbox"/>	<input type="checkbox"/>
	C.	CPA Review of most recent unaudited Financial Statements, if required	CPARvw	<input type="checkbox"/>	<input type="checkbox"/>
5-6.	HUD-91070M Consolidated Borrower Certifications		ConsolCert	<input type="checkbox"/>	<input type="checkbox"/>
5-7.	Other Funding Sources (Grants/Loans/Tax Credits), if applicable				
	A.	Commitment Letter(s)	CmtLtr	<input type="checkbox"/>	<input type="checkbox"/>
	B.	Tax Credit Equity Pay-In Schedule	TCEqSch	<input type="checkbox"/>	<input type="checkbox"/>
	C.	Executed Tax Credit Reservation Letter	TCRes	<input type="checkbox"/>	<input type="checkbox"/>
	D.	Sources and Uses Statement	SUStmt	<input type="checkbox"/>	<input type="checkbox"/>
	E.	HUD-2880 Applicant/Recipient Disclosure Report	2880	<input type="checkbox"/>	<input type="checkbox"/>
	F.	Bridge Loan Agreement(s)	Bridge	<input type="checkbox"/>	<input type="checkbox"/>
	G.	Subsidy Layering Review, if required	SLR	<input type="checkbox"/>	<input type="checkbox"/>
5-8.	Miscellaneous/other mortgage credit documents		MiscMC	<input type="checkbox"/>	<input type="checkbox"/>
<b>MC Folder 2 (create as many as needed) - Principal, General Contractor, or Management Agent</b>					
5-1.	Organizational Chart		OrgCht	<input type="checkbox"/>	<input type="checkbox"/>
	A.	List of Principals	Prncpl	<input type="checkbox"/>	<input type="checkbox"/>
	B.	Resumes (or AIA A305 for General Contractor)	Resume	<input type="checkbox"/>	<input type="checkbox"/>
5-2.	Organizational Documents				
	A.	Articles of Incorporation/Organization, Partnership Agreement, or Operating Agreement	OrgDocs	<input type="checkbox"/>	<input type="checkbox"/>
5-3.	Previous Participation Certification				
	A.	Active Partners Performance System (APPS) Submission or Form HUD-2530	APPS	<input type="checkbox"/>	<input type="checkbox"/>
5-4.	Credit Reports				
	A.	Credit Report	CrdtRpt	<input type="checkbox"/>	<input type="checkbox"/>
	B.	HUD-92013-Supp Supplement to Application	92013S	<input type="checkbox"/>	<input type="checkbox"/>
	C.	Verification of EIN/SSN	EIN	<input type="checkbox"/>	<input type="checkbox"/>
5-5.	Financial Statements				
	A.	Audited/Certified (or CPA-Reviewed, if unaudited) Financial Statements (most recent full year) or HUD-92417 for individuals	FinSmt	<input type="checkbox"/>	<input type="checkbox"/>
	B.	Certified YTD Financial Statement, if required	FinSmtYTD	<input type="checkbox"/>	<input type="checkbox"/>
	C.	REO Schedule & Schedule of Mortgage Debt	REODebt	<input type="checkbox"/>	<input type="checkbox"/>
	D.	Other Business Concerns	BusCncrns	<input type="checkbox"/>	<input type="checkbox"/>
5-6.	Miscellaneous/other mortgage credit documents		MiscMC	<input type="checkbox"/>	<input type="checkbox"/>
<b>Section 6: Construction and Architectural Documents</b>					
6-1.	Plans and Specifications				
	A.	Plans (PDF)	Plans	<input type="checkbox"/>	<input type="checkbox"/>
	B.	Specification Manual	Specs	<input type="checkbox"/>	<input type="checkbox"/>
6-2.	State, City, or County Approval of Plans, if available		PlnApprvl	<input type="checkbox"/>	<input type="checkbox"/>
6-3.	Soils Report and Foundation Analysis		SoilRpt	<input type="checkbox"/>	<input type="checkbox"/>
6-4.	A.	HUD-2328 Contractor's Cost Breakdown	2328	<input type="checkbox"/>	<input type="checkbox"/>
	B.	Identity-of-Interest Disclosure and 50/75% Rule Disclosure	IOIDis5075	<input type="checkbox"/>	<input type="checkbox"/>
6-5.	Furniture, Fixtures & Equipment Schedule and Budget		FFE	<input type="checkbox"/>	<input type="checkbox"/>
6-6.	Early Commencement Documents		ErlyStrt	<input type="checkbox"/>	<input type="checkbox"/>
6-7.	Assurance of Completion				
	A.	Commitment Letter from Surety	SuretyLtr	<input type="checkbox"/>	<input type="checkbox"/>
	B.	Commitment Letter from Bank for Letter of Credit	LOCCmt	<input type="checkbox"/>	<input type="checkbox"/>

6-8.	Owner-Architect Agreement (AIA Form B108) and HUD Amendments			-	-
	A.	Project Architect	B108	<input type="checkbox"/>	<input type="checkbox"/>
	B.	Supervisory Architect	SupvB108	<input type="checkbox"/>	<input type="checkbox"/>
6-9.	A.	Off-site Storage of Approved Building Materials	OffSiteStg	<input type="checkbox"/>	<input type="checkbox"/>
	B.	Off-site Improvements/Construction	OffSiteImp	<input type="checkbox"/>	<input type="checkbox"/>
6-10.	Design Architect Certification		DsgnArchCert	<input type="checkbox"/>	<input type="checkbox"/>











Project Name:   
 FHA Project #:

**Construction/Substantial Rehabilitation - Sections 221(d)(4), 220, 231, and 24**  
 Firm Application Exhibit Checklist

Tab No.	Exhibit Name	File Name	Incl.	N/A
<b>Section 1: Underwriting</b>				
1-1.	A. Application Fee Pay.gov Receipt	PayGov	<input type="checkbox"/>	
	B. Transmittal Letter	TrsLtr	<input type="checkbox"/>	
	C. Completed Application Exhibit Checklist	Chklst	<input type="checkbox"/>	
1-2.	A. HUD-92013-B Lender's Underwriter's Narrative	LndrNarr	<input type="checkbox"/>	
	B. Lender Due Diligence Certification	LndrCert	<input type="checkbox"/>	
	C. Lender Certification Regarding Lobbying (24 CFR Part 87 Appendix A), and Disclosure Form (Appendix B), if applicable	LndrByrdCert	<input type="checkbox"/>	
	D. Lender Identity-of-Interest Disclosure	IOIDiscl	<input type="checkbox"/>	
	E. HUD-92013-C LIHTC Summary Report (Excel), if new LIHTCs	LIHTCRpt	<input type="checkbox"/>	<input type="checkbox"/>
1-3.	Lender's Underwriting HUD Forms			
	A. HUD-92013 Application for Multifamily Housing Project	92013	<input type="checkbox"/>	
	B. HUD-92013-D Reduced MIP Certification	92013D	<input type="checkbox"/>	<input type="checkbox"/>
	C. HUD-92264 Multifamily Summary Appraisal Report (Lender's version)	Lndr92264	<input type="checkbox"/>	
	1. Operating Deficit Calculation	IODCalc	<input type="checkbox"/>	<input type="checkbox"/>
	2. List of Borrower's Other Fees	OtherFee	<input type="checkbox"/>	<input type="checkbox"/>
	3. List of Contractor's Other Fees	GCOtherFee	<input type="checkbox"/>	<input type="checkbox"/>
	D. HUD-92264-A Supplement to Project Analysis	92264A	<input type="checkbox"/>	
1-4.	Waiver Requests			
	A. HUD-2 Request for Waiver	HUD2	<input type="checkbox"/>	<input type="checkbox"/>
	B. Supporting Documentation	HUD2Doc	<input type="checkbox"/>	<input type="checkbox"/>
	C. If Section 220, evidence of eligibility	220Elig	<input type="checkbox"/>	<input type="checkbox"/>
1-5.	Miscellaneous/other underwriting documents	MiscUW	<input type="checkbox"/>	<input type="checkbox"/>
<b>Section 2: Third Party Reports</b>				
2-1.	Appraisal Report with Supporting Forms (HUD-92273 & 92274) (Appraiser's versio		Appraisal	<input type="checkbox"/>
	A. HUD-92264-T Rent Estimates for Low/Moderate Income Units, if applicable	92264T	<input type="checkbox"/>	<input type="checkbox"/>
2-2.	Market Study	MktRpt	<input type="checkbox"/>	<input type="checkbox"/>
2-3.	Environment Review			
	A. HUD Environmental Review Online System (HEROS) Submission Confirmation Email	HEROS	<input type="checkbox"/>	
	B. Phase I Environmental Site Assessment (ESA)	PhaseI	<input type="checkbox"/>	
	C. Phase II ESA, if applicable	PhaseII	<input type="checkbox"/>	<input type="checkbox"/>
2-4.	Capital Needs Assessment (CNA)			
	A. CNA e-Tool Submission Confirmation E-Mail	eTool	<input type="checkbox"/>	
	B. Relocation Plan, if applicable	ReloPlan	<input type="checkbox"/>	<input type="checkbox"/>
2-5.	Architectural & Cost Analysis Report	ArchCostRpt	<input type="checkbox"/>	<input type="checkbox"/>
2-6.	Engineer or Specialty Reports, if any, and other exhibits required by Appendix 5D	SpclRpts	<input type="checkbox"/>	<input type="checkbox"/>
<b>Section 3: Management Agent</b>				
3-1.	Organizational Chart (only if Identity-of-Interest)	MgmtOrgCht	<input type="checkbox"/>	<input type="checkbox"/>
3-2.	HUD Management Forms			
	A. Resume of Management Agent including Schedule of Managed Properties	MgmtRes	<input type="checkbox"/>	
	B. HUD-9832 Management Entity Profile	9832	<input type="checkbox"/>	

	C.	HUD-9839-A, B, or C Certifications	9839	<input type="checkbox"/>	
	D.	Management Plan and Sample Lease	MgmtPln	<input type="checkbox"/>	
	E.	Management Agreement	MgmtAgmt	<input type="checkbox"/>	
	F.	Evidence of Fidelity Bond Insurance	FidelityIns	<input type="checkbox"/>	
	G.	HUD-935.2A Affirmative Fair Housing Marketing Plan (AFHMP)	AFHMP	<input type="checkbox"/>	
3-3.		Miscellaneous/other management documents	MiscMgmt	<input type="checkbox"/>	<input type="checkbox"/>
<b>Section 4: Property Documents</b>					
4-1.	A.	If Purchase			
	1.	Purchase & Sale Agreement with Amendments and Extensions	SaleCrtt	<input type="checkbox"/>	<input type="checkbox"/>
	B.	If Purchased in the last 3 years			
	1.	Purchase Contract or Settlement Statement	RecntPrch	<input type="checkbox"/>	<input type="checkbox"/>
	2.	Last Arm's Length Certification	LALStmt	<input type="checkbox"/>	<input type="checkbox"/>
	C.	Certification of Outstanding Obligations/Existing Indebtedness	CertOutOb	<input type="checkbox"/>	<input type="checkbox"/>
4-2.		Title & Survey			
	A.	Preliminary Title Report	Title	<input type="checkbox"/>	
	B.	Easement and Maintenance Agreements (Existing and Proposed)	EaseMaintAgt	<input type="checkbox"/>	<input type="checkbox"/>
	C.	ALTA/ACSM Land Title Survey	Survey	<input type="checkbox"/>	
	D.	HUD-91073M Surveyor's Report	SurvRpt	<input type="checkbox"/>	
	E.	Location Maps and Photographs	MapPhoto	<input type="checkbox"/>	
4-3.		Evidence of Site Control (e.g. Deed, Lease)	SiteCtrl	<input type="checkbox"/>	
4-4.		Evidence of Zoning Compliance	Zoning	<input type="checkbox"/>	
4-5.		Municipal Services and Utility Assurance Letters (if New Construction)			
	A.	Electricity	Electric	<input type="checkbox"/>	<input type="checkbox"/>
	B.	Natural Gas or Oil	Gas	<input type="checkbox"/>	<input type="checkbox"/>
	C.	Telephone	Phone	<input type="checkbox"/>	<input type="checkbox"/>
	D.	Cable Television	Cable	<input type="checkbox"/>	<input type="checkbox"/>
	E.	Internet	Internet	<input type="checkbox"/>	<input type="checkbox"/>
	F.	Water and Sewer Service, or Report from Official if Private Water/Sewer	WtrSwr	<input type="checkbox"/>	<input type="checkbox"/>
	G.	Garbage Collection	Trash	<input type="checkbox"/>	<input type="checkbox"/>
	H.	Storm Sewer	StormSwr	<input type="checkbox"/>	<input type="checkbox"/>
4-6.		Miscellaneous property documents, as applicable			
	A.	Section 8 HAP Contract and Rent Schedule	HAP	<input type="checkbox"/>	<input type="checkbox"/>
	B.	Evidence of Real Estate Tax Abatement/Exemption	TaxAbtExp	<input type="checkbox"/>	<input type="checkbox"/>
	C.	Commercial Lease(s)	CmlLse	<input type="checkbox"/>	<input type="checkbox"/>
	D.	Master Lease	MstLease	<input type="checkbox"/>	<input type="checkbox"/>
	E.	Other property documents	MiscProp	<input type="checkbox"/>	<input type="checkbox"/>
<b>Section 5: Mortgage Credit (seperately bound)</b>					
<b>MC Folder 1 - Borrower</b>					
5-1.		Organizational Chart	OrgCht	<input type="checkbox"/>	
	A.	List of Principals	Princlpl	<input type="checkbox"/>	
	B.	Resumes	Resume	<input type="checkbox"/>	
5-2.		Organizational Documents (provide Draft if LIHTC)			
	A.	Articles of Incorporation/Organization, Partnership Agreement, or Operating Agreement	OrgDocs	<input type="checkbox"/>	
5-3.		Previous Participation Certification			
	A.	Active Partners Performance System (APPS) Submission or Form HUD-2530	APPS	<input type="checkbox"/>	
5-4.		Credit Reports			
	A.	Credit Report	CrdtRpt	<input type="checkbox"/>	
	B.	HUD-92013-Supp Supplement to Application	92013S	<input type="checkbox"/>	

	C.	Verification of EIN/SSN	EIN	<input type="checkbox"/>	
	D.	Verification of Cash to Close	VOD	<input type="checkbox"/>	
5-5.	Property Financial Statements				
	A.	Audited/Certified Financial Statements (past 3 years)	FinSmt	<input type="checkbox"/>	
	B.	Certified YTD Financial Statement with Supporting Schedules, if required	FinSmtYTD	<input type="checkbox"/>	<input type="checkbox"/>
	C.	CPA Review of most recent unaudited Financial Statements, if required	CPARvw	<input type="checkbox"/>	<input type="checkbox"/>
5-6.	HUD-91070M Consolidated Borrower Certifications		ConsolCert	<input type="checkbox"/>	
5-7.	Other Funding Sources (Grants/Loans/Tax Credits), if applicable				
	A.	Commitment Letter(s)	CmtLtr	<input type="checkbox"/>	<input type="checkbox"/>
	B.	Tax Credit Equity Pay-In Schedule	TCEqSch	<input type="checkbox"/>	<input type="checkbox"/>
	C.	Executed Tax Credit Reservation Letter	TCRes	<input type="checkbox"/>	<input type="checkbox"/>
	D.	Sources and Uses Statement	SUStmt	<input type="checkbox"/>	<input type="checkbox"/>
	E.	HUD-2880 Applicant/Recipient Disclosure Report	2880	<input type="checkbox"/>	<input type="checkbox"/>
	F.	Bridge Loan Agreement(s)	Bridge	<input type="checkbox"/>	<input type="checkbox"/>
	G.	Subsidy Layering Review, if required	SLR	<input type="checkbox"/>	<input type="checkbox"/>
5-8.	Miscellaneous/other mortgage credit documents		MiscMC	<input type="checkbox"/>	<input type="checkbox"/>
<b>MC Folder 2 (create as many as needed) - Principal, General Contractor, or Management Agent</b>					
5-1.	Organizational Chart		OrgCht	<input type="checkbox"/>	<input type="checkbox"/>
	A.	List of Principals	Prncpl	<input type="checkbox"/>	<input type="checkbox"/>
	B.	Resumes (or AIA A305 for General Contractor)	Resume	<input type="checkbox"/>	<input type="checkbox"/>
5-2.	Organizational Documents				
	A.	Articles of Incorporation/Organization, Partnership Agreement, or Operating Agreement	OrgDocs	<input type="checkbox"/>	<input type="checkbox"/>
5-3.	Previous Participation Certification				
	A.	Active Partners Performance System (APPS) Submission or Form HUD-2530	APPS	<input type="checkbox"/>	<input type="checkbox"/>
5-4.	Credit Reports				
	A.	Credit Report	CrdtRpt	<input type="checkbox"/>	<input type="checkbox"/>
	B.	HUD-92013-Supp Supplement to Application	92013S	<input type="checkbox"/>	<input type="checkbox"/>
	C.	Verification of EIN/SSN	EIN	<input type="checkbox"/>	<input type="checkbox"/>
5-5.	Financial Statements				
	A.	Audited/Certified (or CPA-Reviewed, if unaudited) Financial Statements (most recent full year) or HUD-92417 for individuals	FinSmt	<input type="checkbox"/>	<input type="checkbox"/>
	B.	Certified YTD Financial Statement, if required	FinSmtYTD	<input type="checkbox"/>	<input type="checkbox"/>
	C.	REO Schedule & Schedule of Mortgage Debt	REODebt	<input type="checkbox"/>	<input type="checkbox"/>
	D.	Other Business Concerns	BusCncrns	<input type="checkbox"/>	<input type="checkbox"/>
5-6.	Miscellaneous/other mortgage credit documents		MiscMC	<input type="checkbox"/>	<input type="checkbox"/>
<b>Section 6: Construction and Architectural Documents</b>					
6-1.	Plans and Specifications				
	A.	Plans (PDF)	Plans	<input type="checkbox"/>	
	B.	Specification Manual	Specs	<input type="checkbox"/>	
6-2.	State, City, or County Approval of Plans, if available		PlnApprvl	<input type="checkbox"/>	<input type="checkbox"/>
6-3.	Soils Report and Foundation Analysis		SoilRpt	<input type="checkbox"/>	
6-4.	A.	HUD-2328 Contractor's Cost Breakdown	2328	<input type="checkbox"/>	
	B.	Identity-of-Interest Disclosure and 50/75% Rule Disclosure	IOIDis5075	<input type="checkbox"/>	
6-5.	Furniture, Fixtures & Equipment Schedule and Budget		FFE	<input type="checkbox"/>	<input type="checkbox"/>
6-6.	Early Commencement Documents		ErlyStrt	<input type="checkbox"/>	<input type="checkbox"/>
6-7.	Assurance of Completion				
	A.	Commitment Letter from Surety	SuretyLtr	<input type="checkbox"/>	
	B.	Commitment Letter from Bank for Letter of Credit	LOCCmt	<input type="checkbox"/>	<input type="checkbox"/>

6-8.	Owner-Architect Agreement (AIA Form B108) and HUD Amendments				
	A.	Project Architect	B108	<input type="checkbox"/>	
	B.	Supervisory Architect	SupvB108	<input type="checkbox"/>	<input type="checkbox"/>
6-9.	A.	Off-site Storage of Approved Building Materials	OffSiteStg	<input type="checkbox"/>	<input type="checkbox"/>
	B.	Off-site Improvements/Construction	OffSiteImp	<input type="checkbox"/>	<input type="checkbox"/>
6-10.	Design Architect Certification		DsgnArchCert	<input type="checkbox"/>	









