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
Section 1: Underwriting					
1-1.	A.	Application Fee Pay.gov Receipt	PayGov	☐	
	B.	Transmittal Letter	TrsLtr	☐	
	C.	Completed Application Exhibit Checklist	Chklst	☐	
1-2.	A.	HUD-92013-A Lender's Underwriter's Narrative	LndrNarr	☐	
	B.	Lender Due Diligence Certification	LndrCert	☐	
	C.	Lender Certification Regarding Lobbying (24 CFR Part 87 Appendix A), and Disclosure Form (Appendix B), if applicable	LndrByrdCert	☐	
	D.	Lender Identity-of-Interest Disclosure	IOIDiscl	☐	
	E.	HUD-92013-C LIHTC Summary Report (Excel), if new LIHTCs	LIHTCRpt	☐	☐
1-3.	Lender's Underwriting HUD Forms				
	A.	HUD-92013 Application for Multifamily Housing Project	92013	☐	
	B.	HUD-92013-D Reduced MIP Certification	92013D	☐	☐
	C.	HUD-92264 Multifamily Summary Appraisal Report (Lender's version)	Lndr92264	☐	
	D.	HUD-92264-A Supplement to Project Analysis	92264A	☐	
	1.	List of Borrower's Other Fees	OtherFee	☐	☐
1-4.	Waiver Requests				
	A.	HUD-2 Request for Waiver	HUD2	☐	☐
	B.	Supporting Documentation	HUD2Doc	☐	☐
1-5.	Miscellaneous/other underwriting documents		MiscUW	☐	☐
Section 2: Third Party Reports					
2-1.	Appraisal Report with Supporting Forms (HUD-92273 & 92274) (Appraiser's versio		Appraisal	☐	
	A.	HUD-92264-T Rent Estimates for Low/Moderate Income Units, if applicable	92264T	☐	☐
2-2.	Market Study, if required		MktRpt	☐	☐
2-3.	Environment Review				
	A.	HUD Environmental Review Online System (HEROS) Submission Confirmation Email	HEROS	☐	
	B.	Phase I Environmental Site Assessment (ESA)	PhaseI	☐	
	C.	Phase II ESA, if applicable	PhaseII	☐	☐
2-4.	Capital Needs Assessment (CNA)				
	A.	CNA e-Tool Submission Confirmation E-Mail	eTool	☐	
	B.	Plans and Specifications, if required	PlanSpec	☐	☐
	C.	Relocation Plan, if applicable	ReloPlan	☐	☐
2-5.	Specialty Reports, if any, and other exhibits required by Appendix 5D		SpclRpts	☐	☐
Section 3: Management Agent					
3-1.	Organizational Chart (only if Identity-of-Interest)		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 Plan and Sample Lease	MgmtPln	☐	
	E.	Management Agreement	MgmtAgmt	☐	
	F.	Evidence of Fidelity Bond Insurance	FidelityIns	☐	

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

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

Project Name:	
FHA Project #:	

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

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

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

Project Name:	
FHA Project #:	

New Construction/Substantial Rehabilitation - Sections 221(d)(4), 220, 231, and 241(a)

Pre-Application Exhibit Checklist

Tab No.		Exhibit Name	File Name	Incl.	N/A
Section 1: Underwriting					
1-1.	A.	Application Fee Pay.gov Receipt	PayGov	☐	
	B.	Transmittal Letter	TrsLtr	☐	
	C.	Completed Application Exhibit Checklist	Chklst	☐	
1-2.	A.	HUD-92013-B Lender's Underwriter's Narrative	LndrNarr	☐	
	B.	Lender Due Diligence Certification	LndrCert	☐	
	C.	Lender Certification Regarding Lobbying (24 CFR Part 87 Appendix A), and Disclosure Form (Appendix B), if applicable	LndrByrdCert	☐	
	D.	Lender Identity-of-Interest Disclosure	IOIDiscl	☐	
	E.	HUD-92013-C LIHTC Summary Report (Excel), if new LIHTCs	LIHTCRpt	☐	☐
1-3.	Lender's Underwriting HUD Forms				
	A.	HUD-92013 Application for Multifamily Housing Project	92013	☐	
	B.	HUD-92013-D Reduced MIP Certification	92013D	☐	☐
	C.	HUD-92264 Multifamily Summary Appraisal Report (Lender's version)	Lndr92264	☐	☐
	1.	Operating Deficit Calculation	IODCalc	☐	☐
	2.	List of Borrower's Other Fees	OtherFee	☐	☐
	3.	List of Contractor's Other Fees	GCOtherFee	☐	☐
	D.	HUD-92264-A Supplement to Project Analysis	92264A	☐	☐
1-4.	Waiver Requests				
	A.	HUD-2 Request for Waiver	HUD2	☐	☐
	B.	Supporting Documentation	HUD2Doc	☐	☐
	C.	If Section 220, evidence of eligibility	220Elig	☐	☐
1-5.	Miscellaneous/other underwriting documents		MiscUW	☐	☐
Section 2: Third Party Reports					
2-1.	Appraisal Report with Supporting Forms (HUD-92273 & 92274) (Appraiser's versio		Appraisal	☐	
	A.	HUD-92264-T Rent Estimates for Low/Moderate Income Units, if applicable	92264T	☐	☐
2-2.	Market Study		MktRpt	☐	
2-3.	Environment Review				
	A.	HUD Environmental Review Online System (HEROS) Submission Confirmation Email	HEROS	☐	
	B.	Phase I Environmental Site Assessment (ESA)	PhaseI	☐	
	C.	Phase II ESA, if applicable	PhaseII	☐	☐
2-4.	Capital Needs Assessment (CNA)				
	A.	CNA e-Tool Submission Confirmation E-Mail	eTool	☐	☐
	B.	Relocation Plan, if applicable	ReloPlan	☐	☐
2-5.	Architectural & Cost Analysis Report		ArchCostRpt	☐	☐
2-6.	Engineer or Specialty Reports, if any		SpclRpts	☐	☐
Section 3: Management Agent					
3-1.	Organizational Chart (only if Identity-of-Interest)		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 Plan 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)	AFHMP	☐	☐
3-3.	Miscellaneous/other management documents		MiscMgmt	☐	☐
Section 4: Property Documents					
4-1.	A.	If Purchase			
	1.	Purchase & Sale Agreement with Amendments and Extensions	SaleCtrt	☐	☐
	B.	If Purchased in the last 3 years			
	1.	Purchase Contract or Settlement Statement	RecntPrch	☐	☐
	2.	Last Arm's Length Certification	LALStmt	☐	☐
	C.	Certification of Outstanding Obligations/Existing Indebtedness	CertOutOb	☐	☐
4-2.	Title & Survey				
	A.	Preliminary Title Report	Title	☐	☐
	B.	Easement and Maintenace Agreements (Existing and Proposed)	EaseMaintAgt	☐	☐
	C.	ALTA/ACSM Land Title Survey	Survey	☐	☐
	D.	HUD-91073M Surveyor's Report	SurvRpt	☐	☐
	E.	Location Maps and Photographs	MapPhoto	☐	
4-3.	Evidence of Site Control (e.g. Deed, Lease)		SiteCtrl	☐	
4-4.	Evidence of Zoning Compliance		Zoning	☐	☐
4-5.	Municipal Services and Utility Assurance Letters (if New Construction)				
	A.	Electricity	Electric	☐	☐
	B.	Natural Gas or Oil	Gas	☐	☐
	C.	Telephone	Phone	☐	☐
	D.	Cable Television	Cable	☐	☐
	E.	Internet	Internet	☐	☐
	F.	Water and Sewer Service, or Report from Official if Private Water/Sewer	WtrSwr	☐	☐
	G.	Garbage Collection	Trash	☐	☐
	H.	Storm Sewer	StormSwr	☐	☐
4-6.	Miscellaneous property documents, as applicable				
	A.	Section 8 HAP Contract and Rent Schedule	HAP	☐	☐
	B.	Evidence of Real Estate Tax Abatement/Exemption	TaxAbtExp	☐	☐
	C.	Commercial Lease(s)	CmlLse	☐	☐
	D.	Master Lease	MstLease	☐	☐
	E.	Other property documents	MiscProp	☐	☐
Section 5: Mortgage Credit (seperately bound)					
MC Folder 1 - Borrower					
5-1.	Organizational Chart		OrgCht	☐	☐
	A.	List of Principals	Princpl	☐	
	B.	Resumes	Resume	☐	
5-2.	Organizational Documents (provide Draft if LIHTC)				
	A.	Articles of Incorporation/Organization, Partnership Agreement, or Operating Agreement	OrgDocs	☐	☐
5-3.	Previous Participation Certification				
	A.	Active Partners Performance System (APPS) Submission or Form HUD-2530	APPS	☐	
5-4.	Credit Reports				
	A.	Credit Report	CrdtRpt	☐	☐
	B.	HUD-92013-Supp Supplement to Application	92013S	☐	☐
	C.	Verification of EIN/SSN	EIN	☐	☐
	D.	Verification of Cash to Close	VOD	☐	☐

5-5.	Property Financial Statements				
	A.	Audited/Certified Financial Statements (past 3 years)	FinSmt	☐	☐
	B.	Certified YTD Financial Statement with Supporting Schedules, if required	FinSmtYTD	☐	☐
	C.	CPA Review of most recent unaudited Financial Statements, if required	CPARvw	☐	☐
5-6.	HUD-91070M Consolidated Borrower Certifications		ConsolCert	☐	☐
5-7.	Other Funding Sources (Grants/Loans/Tax Credits), if applicable				
	A.	Commitment Letter(s)	CmtLtr	☐	☐
	B.	Tax Credit Equity Pay-In Schedule	TCEqSch	☐	☐
	C.	Executed Tax Credit Reservation Letter	TCRes	☐	☐
	D.	Sources and Uses Statement	SUStmt	☐	☐
	E.	HUD-2880 Applicant/Recipient Disclosure Report	2880	☐	☐
	F.	Bridge Loan Agreement(s)	Bridge	☐	☐
	G.	Subsidy Layering Review, if required	SLR	☐	☐
5-8.	Miscellaneous/other mortgage credit documents		MiscMC	☐	☐
MC Folder 2 (create as many as needed) - Principal, General Contractor, or Management Agent					
5-1.	Organizational Chart		OrgCht	☐	☐
	A.	List of Principals	Princpl	☐	☐
	B.	Resumes (or AIA A305 for General Contractor)	Resume	☐	☐
5-2.	Organizational Documents				
	A.	Articles of Incorporation/Organization, Partnership Agreement, or Operating Agreement	OrgDocs	☐	☐
5-3.	Previous Participation Certification				
	A.	Active Partners Performance System (APPS) Submission or Form HUD-2530	APPS	☐	☐
5-4.	Credit Reports				
	A.	Credit Report	CrdtRpt	☐	☐
	B.	HUD-92013-Supp Supplement to Application	92013S	☐	☐
	C.	Verification of EIN/SSN	EIN	☐	☐
5-5.	Financial Statements				
	A.	Audited/Certified (or CPA-Reviewed, if unaudited) Financial Statements (most recent full year) or HUD-92417 for individuals	FinSmt	☐	☐
	B.	Certified YTD Financial Statement, if required	FinSmtYTD	☐	☐
	C.	REO Schedule & Schedule of Mortgage Debt	REODebt	☐	☐
	D.	Other Business Concerns	BusCncrns	☐	☐
5-6.	Miscellaneous/other mortgage credit documents		MiscMC	☐	☐
Section 6: Construction and Architectural Documents					
6-1.	Plans and Specifications				
	A.	Plans (PDF)	Plans	☐	
	B.	Specification Manual	Specs	☐	☐
6-2.	State, City, or County Approval of Plans, if available		PlnApprvl	☐	☐
6-3.	Soils Report and Foundation Analysis		SoilRpt	☐	☐
6-4.	A.	HUD-2328 Contractor's Cost Breakdown	2328	☐	☐
	B.	Identity-of-Interest Disclosure and 50/75% Rule Disclosure	IOIDis5075	☐	☐
6-5.	Furniture, Fixtures & Equipment Schedule and Budget		FFE	☐	☐
6-6.	Early Commencement Documents		ErlyStrt	☐	☐
6-7.	Assurance of Completion				
	A.	Commitment Letter from Surety	SuretyLtr	☐	☐
	B.	Commitment Letter from Bank for Letter of Credit	LOCCmt	☐	☐
6-8.	Owner-Architect Agreement (AIA Form B108) and HUD Amendments				
	A.	Project Architect	B108	☐	☐
	B.	Supervisory Architect	SupvB108	☐	☐

6-9.	A.	Off-site Storage of Approved Building Materials	OffSiteStg	☐	☐
	B.	Off-site Improvements/Construction	OffSiteImp	☐	☐
6-10.	Design Architect Certification		DsgnArchCert	☐	☐

Project Name:	
FHA Project #:	

New Construction/Substantial Rehabilitation - Sections 221(d)(4), 220, 231, and 241(a)

Firm Application Exhibit Checklist

Tab No.		Exhibit Name	File Name	Incl.	N/A
Section 1: Underwriting					
1-1.	A.	Application Fee Pay.gov Receipt	PayGov		
	B.	Transmittal Letter	TrsLtr		
	C.	Completed Application Exhibit Checklist	Chklst		
1-2.	A.	HUD-92013-B Lender's Underwriter's Narrative	LndrNarr		
	B.	Lender Due Diligence Certification	LndrCert		
	C.	Lender Certification Regarding Lobbying (24 CFR Part 87 Appendix A), and Disclosure Form (Appendix B), if applicable	LndrByrdCert		
	D.	Lender Identity-of-Interest Disclosure	IOIDiscl		
	E.	HUD-92013-C LIHTC Summary Report (Excel), if new LIHTCs	LIHTCRpt		
1-3.	Lender's Underwriting HUD Forms				
	A.	HUD-92013 Application for Multifamily Housing Project	92013		
	B.	HUD-92013-D Reduced MIP Certification	92013D		
	C.	HUD-92264 Multifamily Summary Appraisal Report (Lender's version)	Lndr92264		
	1.	Operating Deficit Calculation	IODCalc		
	2.	List of Borrower's Other Fees	OtherFee		
	3.	List of Contractor's Other Fees	GCOtherFee		
	D.	HUD-92264-A Supplement to Project Analysis	92264A		
1-4.	Waiver Requests				
	A.	HUD-2 Request for Waiver	HUD2		
	B.	Supporting Documentation	HUD2Doc		
	C.	If Section 220, evidence of eligibility	220Elig		
1-5.	Miscellaneous/other underwriting documents		MiscUW		
Section 2: Third Party Reports					
2-1.	Appraisal Report with Supporting Forms (HUD-92273 & 92274) (Appraiser's versio		Appraisal		
	A.	HUD-92264-T Rent Estimates for Low/Moderate Income Units, if applicable	92264T		
2-2.	Market Study		MktRpt		
2-3.	Environment Review				
	A.	HUD Environmental Review Online System (HEROS) Submission Confirmation Email	HEROS		
	B.	Phase I Environmental Site Assessment (ESA)	PhaseI		
	C.	Phase II ESA, if applicable	PhaseII		
2-4.	Capital Needs Assessment (CNA)				
	A.	CNA e-Tool Submission Confirmation E-Mail	eTool		
	B.	Relocation Plan, if applicable	ReloPlan		
2-5.	Architectural & Cost Analysis Report		ArchCostRpt		
2-6.	Engineer or Specialty Reports, if any, and other exhibits required by Appendix 5D		SpclRpts		
Section 3: Management Agent					
3-1.	Organizational Chart (only if Identity-of-Interest)		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 Plan 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)	AFHMP	☐	
3-3.	Miscellaneous/other management documents		MiscMgmt	☐	☐
Section 4: Property Documents					
4-1.	A.	If Purchase			
	1.	Purchase & Sale Agreement with Amendments and Extensions	SaleCtrt	☐	☐
	B.	If Purchased in the last 3 years			
	1.	Purchase Contract or Settlement Statement	RecntPrch	☐	☐
	2.	Last Arm's Length Certification	LALStmt	☐	☐
	C.	Certification of Outstanding Obligations/Existing Indebtedness	CertOutOb	☐	☐
4-2.	Title & Survey				
	A.	Preliminary Title Report	Title	☐	
	B.	Easement and Maintenace Agreements (Existing and Proposed)	EaseMaintAgt	☐	☐
	C.	ALTA/ACSM Land Title Survey	Survey	☐	
	D.	HUD-91073M Surveyor's Report	SurvRpt	☐	
	E.	Location Maps and Photographs	MapPhoto	☐	
4-3.	Evidence of Site Control (e.g. Deed, Lease)		SiteCtrl	☐	
4-4.	Evidence of Zoning Compliance		Zoning	☐	
4-5.	Municipal Services and Utility Assurance Letters (if New Construction)				
	A.	Electricity	Electric	☐	☐
	B.	Natural Gas or Oil	Gas	☐	☐
	C.	Telephone	Phone	☐	☐
	D.	Cable Television	Cable	☐	☐
	E.	Internet	Internet	☐	☐
	F.	Water and Sewer Service, or Report from Official if Private Water/Sewer	WtrSwr	☐	☐
	G.	Garbage Collection	Trash	☐	☐
	H.	Storm Sewer	StormSwr	☐	☐
4-6.	Miscellaneous property documents, as applicable				
	A.	Section 8 HAP Contract and Rent Schedule	HAP	☐	☐
	B.	Evidence of Real Estate Tax Abatement/Exemption	TaxAbtExp	☐	☐
	C.	Commercial Lease(s)	CmlLse	☐	☐
	D.	Master Lease	MstLease	☐	☐
	E.	Other property documents	MiscProp	☐	☐
Section 5: Mortgage Credit (seperately bound)					
MC Folder 1 - Borrower					
5-1.	Organizational Chart		OrgCht	☐	
	A.	List of Principals	Princpl	☐	
	B.	Resumes	Resume	☐	
5-2.	Organizational Documents (provide Draft if LIHTC)				
	A.	Articles of Incorporation/Organization, Partnership Agreement, or Operating Agreement	OrgDocs	☐	
5-3.	Previous Participation Certification				
	A.	Active Partners Performance System (APPS) Submission or Form HUD-2530	APPS	☐	
5-4.	Credit Reports				
	A.	Credit Report	CrdtRpt	☐	
	B.	HUD-92013-Supp Supplement to Application	92013S	☐	
	C.	Verification of EIN/SSN	EIN	☐	
	D.	Verification of Cash to Close	VOD	☐	

5-5.	Property Financial Statements				
	A.	Audited/Certified Financial Statements (past 3 years)	FinSmt	☐	
	B.	Certified YTD Financial Statement with Supporting Schedules, if required	FinSmtYTD	☐	☐
	C.	CPA Review of most recent unaudited Financial Statements, if required	CPARvw	☐	☐
5-6.	HUD-91070M Consolidated Borrower Certifications		ConsolCert	☐	
5-7.	Other Funding Sources (Grants/Loans/Tax Credits), if applicable				
	A.	Commitment Letter(s)	CmtLtr	☐	☐
	B.	Tax Credit Equity Pay-In Schedule	TCEqSch	☐	☐
	C.	Executed Tax Credit Reservation Letter	TCRes	☐	☐
	D.	Sources and Uses Statement	SUStmt	☐	☐
	E.	HUD-2880 Applicant/Recipient Disclosure Report	2880	☐	☐
	F.	Bridge Loan Agreement(s)	Bridge	☐	☐
	G.	Subsidy Layering Review, if required	SLR	☐	☐
5-8.	Miscellaneous/other mortgage credit documents		MiscMC	☐	☐
MC Folder 2 (create as many as needed) - Principal, General Contractor, or Management Agent					
5-1.	Organizational Chart		OrgCht	☐	☐
	A.	List of Principals	Princpl	☐	☐
	B.	Resumes (or AIA A305 for General Contractor)	Resume	☐	☐
5-2.	Organizational Documents				
	A.	Articles of Incorporation/Organization, Partnership Agreement, or Operating Agreement	OrgDocs	☐	☐
5-3.	Previous Participation Certification				
	A.	Active Partners Performance System (APPS) Submission or Form HUD-2530	APPS	☐	☐
5-4.	Credit Reports				
	A.	Credit Report	CrdtRpt	☐	☐
	B.	HUD-92013-Supp Supplement to Application	92013S	☐	☐
	C.	Verification of EIN/SSN	EIN	☐	☐
5-5.	Financial Statements				
	A.	Audited/Certified (or CPA-Reviewed, if unaudited) Financial Statements (most recent full year) or HUD-92417 for individuals	FinSmt	☐	☐
	B.	Certified YTD Financial Statement, if required	FinSmtYTD	☐	☐
	C.	REO Schedule & Schedule of Mortgage Debt	REODebt	☐	☐
	D.	Other Business Concerns	BusCncrns	☐	☐
5-6.	Miscellaneous/other mortgage credit documents		MiscMC	☐	☐
Section 6: Construction and Architectural Documents					
6-1.	Plans and Specifications				
	A.	Plans (PDF)	Plans	☐	
	B.	Specification Manual	Specs	☐	
6-2.	State, City, or County Approval of Plans, if available		PlnApprvl	☐	☐
6-3.	Soils Report and Foundation Analysis		SoilRpt	☐	
6-4.	A.	HUD-2328 Contractor's Cost Breakdown	2328	☐	
	B.	Identity-of-Interest Disclosure and 50/75% Rule Disclosure	IOIDis5075	☐	
6-5.	Furniture, Fixtures & Equipment Schedule and Budget		FFE	☐	☐
6-6.	Early Commencement Documents		ErlyStrt	☐	☐
6-7.	Assurance of Completion				
	A.	Commitment Letter from Surety	SuretyLtr	☐	
	B.	Commitment Letter from Bank for Letter of Credit	LOCCmt	☐	☐
6-8.	Owner-Architect Agreement (AIA Form B108) and HUD Amendments				
	A.	Project Architect	B108	☐	
	B.	Supervisory Architect	SupvB108	☐	☐

6-9.	A.	Off-site Storage of Approved Building Materials	OffSiteStg	☐	☐
	B.	Off-site Improvements/Construction	OffSiteImp	☐	☐
6-10.	Design Architect Certification		DsgnArchCert	☐	