

HOUSING TAX CREDIT  
**APPLICATION CHECKLIST**

Development Name: \_\_\_\_\_

Ownership Entity: \_\_\_\_\_

Instructions:

- 1 Applications must be submitted via web only.
- 2 All required documents in the application checklist must be uploaded with the online application.
- 3 Applicants will not be required to print and submit a hard copy of the online application
- 4 Supporting documents must be properly executed.
- 5 The application fee must be submitted in the form of a certified bank check or money order payable to MHC and attached to the Transmittal.
- 6 The application fee must be received by 4pm CST of the cycle closing date at the office of MHC:

**Mississippi Home Corporation**  
**Att: Tax Credits Allocations**  
**735 Riverside Drive**  
**Jackson, MS 39202**

**UPLOADED DOCUMENTS**

**I. APPLICATION DOCUMENTS**

- ☐ 1 Application Checklist (*Attachment 1*)
- ☐ 2 Copy Application Fee with Check Transmittal (*Attachment 15*)
- ☐ 3 Applicant Rating Form - Form SC-1
- ☐ 4 Compliance Verification Letter (*see Section GPAG 1.3(2) of the QAP*)
- ☐ 5 Financial Feasibility Forms
  - ☐ Sources and Uses Statement - Form FF-1
  - ☐ Maximum Construction Cost (MCC) - Form FF-2 (*include MHC's approval, if applicable*)
  - ☐ Maximum Administrative Expense (MAE) Form FF-3 (*include justification for expenses, if applicable*)
  - ☐ Maximum Developer Profit Percentage (MDPP) - Form FF-4
  - ☐ Debt Service Underwriting Criteria - Form FF-5
  - ☐ Financial Feasibility Certification - Form FF-6
- ☐ 6 Statement of Application & Certification

**II. GENERAL REQUIRED DOCUMENTS** (*Addendum C*)

- ☐ 1 Development Narrative
- ☐ 2 Development Plan of Action
- ☐ 3 Original Initial Site Assessment Form (Attachment 2) with Photos of Site
- ☐ 4 Organizational Documents
  - ☐ (a) Organization Chart
  - ☐ (b) Formation Documents for the Ownership Entity and General Partner Entity
  - ☐ (c) Certificate of Good Standing for the Ownership Entity and General Partner Entity
- ☐ 5 Construction Documents
  - ☐ (a) Construction Financing Letter
  - ☐ (b) Construction Contract
  - ☐ (c) Construction Certification Form (Attachment 3)
- ☐ 6 Letter of Conformance
- ☐ 7 Identity of Interest Statement (Attachment 12)
- ☐ 8 Maximum Credit Award Certification (Attachment 13)
- ☐ 9 Utility Allowance
- ☐ 10 Location Maps
- ☐ 11 Architect/Engineer Confirmation for Cable TV and Internet Access

- ☐ 12 Public Housing Waiting List Certification
- ☐ 13 Nonprofit Entities *(if applicable)*
  - ☐ (a) IRS documentation of IRC § 501(c)3 or 501(c)4 status
  - ☐ (b) Articles of Incorporation and Bylaws and all relevant amendments
  - ☐ (c) Evidence that it or its officers or members have experience in developing or operating low-income housing
  - ☐ (d) The names of board members of the non-profit
  - ☐ (e) Attorney Opinion Letter
- ☐ 14 Acquisition/Rehabilitation Developments *(if applicable)*
  - ☐ (a) Physical Needs Assessment certified by a licensed Architect or Engineer *(Attachment 4)*
  - ☐ (b) Appraisal (documenting land value and improvements) from a certified appraiser
  - ☐ (c) Photos of the site
  - ☐ (d) A title opinion from an attorney documenting property ownership for the last ten years OR an approved waiver
  - ☐ (e) Relocation Plan *Form (if applicable) (refer to updated guidance in QAP)*
- ☐ 15 New Construction Developments *(if applicable)*
  - ☐ (a) Description of Materials (Attachment 5)
  - ☐ (b) Appraisal (documenting land value) from a certified appraiser
  - ☐ (c) Plans/Drawings from a licensed architect or engineer
- ☐ 16 Tax Exempt Bond Financed Developments *(if applicable)*
  - ☐ (a) An opinion letter from a Certified Public Accountant certifying that twenty-five percent (25%) or greater of aggregate basis will be financed by tax-exempt bonds.
- ☐ 17 Youth Aging Out of Foster Care Certification

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#### IV. THRESHOLD DOCUMENTS

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- ☐ 1 COMMUNITY NOTIFICATION
  - ☐ (a) Local Government Notification Form (Form TR-1)
  - ☐ (b) Proof of Publication of the Notice of Intent to Apply for Housing Tax Credits
  - ☐ (c) Affidavit of Compliance with Community Notification (TR-2)
  - ☐ (d) Photo of Signage
  - ☐ (e) Written compilation of public comments *(if applicable)*
  - ☐ (f) Developer statement addressing any public concerns *(if applicable)*
- ☐ 2 SITE CONTROL  
Evidence showing the ownership entity has control of the proposed site
- ☐ 3 LOCAL ZONING AND DEVELOPMENT CONDITIONS  
Evidence of proper zoning or letter from local authorities and utility providers
- ☐ 4 MARKET STUDY
  - ☐ (a) Certification of Market Study Acceptance (Attachment 8)
  - ☐ (b) Market Study *(see Market Study Guide)*
- ☐ 5 DEVELOPMENT FINANCING
  - ☐ (a) Required Permanent Financing Documentation as outlined in Section 4.5 of the QAP
  - ☐ (b) Copies of Proposed Budgets and Cash Flow Statements with Lender and Syndicator Acknowledgment
  - ☐ (c) Letter of Intent from Syndicator/Investor (Attachment 10)

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#### V. SELECTION CRITERIA *(Addendum A)*

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- ☐ 1 CONTRIBUTES TO A CONCERTED REVITALIZATION PLAN
  - ☐ (a) Verification letter from city/county
  - ☐ (b) Relevant information from the revitalization plan *(if applicable)*
- ☐ 2 QUALIFIED ZIP CODES (for Rehabilitation)  
Map from David Hancock verifying property is located in a qualified zip code
- ☐ 3 HIGH OPPORTUNITY AREA  
Map from David Hancock verifying property is located in a high opportunity area

- ☐ 4 BUSINESS DEVELOPMENT AREA  
Map from David Hancock verifying property is located in a business development area
- ☐ 5 BUILDING STANDARDS
- ☐ (a) Letter of Intent from the Applicant
  - ☐ (b) Certification from the development's architect/engineer
  - ☐ (c) Written Proposal from an NGBC Verifier or Professional/Evaluator of Fortified Multifamily
- ☐ 6 DEVELOPMENT AMENITIES
- ☐ (a) Copy of site layout plans/drawings or Physical Needs Assessment highlighting the amenities listed in the application
  - ☐ (b) Other Development Amenities Supporting Documentation (*as applicable*)
    - ☐ MOU for full-time or part-time Service Coordinator or Experienced
    - ☐ Copy of Community Services Certification (Attachment 9) for developments providing Advanced Community Services
    - ☐ Photo of playground equipment and/or fitness center equipment
- ☐ 7 UNIT AMENITIES
- ☐ (a) Copy of unit plans/drawings or Physical Needs Assessment highlighting the amenities listed in the application
  - ☐ (b) Copy of written policy and sample lease agreement for Smoke Free developments (*as applicable*)
- ☐ 8 DEVELOPMENT TYPE
- New Construction Developments
- ☐ (a) Single Family Homes  
Letter from architect stating that the development will consist of single family homes only and will have public access
  - ☐ (b) Lease Purchase Option for Tenants  
A sample copy of the lease purchase agreement and, for attached homes, a sample condominium document
  - ☐ (c) Attached Homes  
A sample copy of the condominium document
- Acquisition/Rehabilitation Developments
- ☐ (a) Substantial Rehabilitation Needed per Unit  
Copy of page 4 of the Physical Needs Assessment
  - ☐ (b) Historic Developments  
Documentation as outlined in Scoring Item #8(b) under Selection Criteria (Addendum A)
  - ☐ (c) Preservation  
Documentation for the type of Preservation selected under Scoring Item #8(c) under Selection Criteria (Addendum A)
- ☐ 9 DEEPER TARGETING
- ☐ Letter of Commitment between the owner, property manager, and the housing service provider
- ☐ 10 SPECIAL NEEDS HOUSING
- ☐ (a) Statement from Applicant identifying which Special Need population the development will target
  - ☐ (b) Copy of the page of the market study that addresses the specialized need
  - ☐ (c) Marketing Plan
  - ☐ (d) Comprehensive Service Plan
  - ☐ (e) Other supporting documentation based on the Special Needs selected:
    - ☐ Statement that specifies the percentage of units to be set aside for Special Needs.
    - ☐ Statement that specifies the Elderly age group that the development will target. (*Elderly Developments only*)
    - ☐ Letters of Support from the nearest Veterans Administration Hospital/Clinic (*Veterans only*)  
Copy of executed MOU between the owner, property manager, and MAOI referral network partner (*MAOI only*)  
Resident Selection Plan (*MAOI only*)
- ☐ 11 DEVELOPMENT EXPERIENCE  
Original executed Development Experience Form (Attachment 6 )
- ☐ 12 MANAGEMENT EXPERIENCE
- ☐ (a) Management Agreement or Letter of Intent from Management Entity
  - ☐ (a) Original executed Management Experience Form (Attachment 7)
  - ☐ (b) HTC Certificate(s) (*if applicable*)
- ☐ 13 MAXIMUM CONSTRUCTION COST LIMITS  
Copy of Maximum Construction Cost Form (FF-2)

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**VI. OTHER ATTACHMENTS**

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