

NM EnergySavers Program Application
 Submittal Checklist
 For Rental Projects

Tab #	Document or Schedule	Check if Present	For MFA Use
	Tab #'s 1 through 28 are required. Please include all requested information.		
1	Application Fee of \$50.		
2	Project Summary Description <i>(Not to Exceed One Page)</i>		
3	Completed EnergySavers Loan Application Form		
4	Completed EnergySavers Checklists and all required documentation		
5	Schedule A: Development Cost Budget		
6	Schedule A-1: Sources of Funds		
7	Schedule B: Unit Type and Rent Summary		
8	Short narrative regarding mechanisms to ensure Affordability Period		
9	Schedule C: Operating Expense Budget		
10	Schedule D: Contractor's and Developer's Cost Breakdown		
11	Schedule E: Development Schedule		
12	Schedule H: Principal's Previous Participation		
13	Schedule I: Management's Previous Participation		
14	Schedule N: Energy Efficiency Improvements Cost Budget		
15	Local Jurisdiction Support Letter		
16	Applicant Certification Form and Resume with references		
17	Architect Certification Form and Resume		
18	Contractor/Builder Resume		
19	Other Applicable Development Team Resumes		
20	Current Audit (i.e., no more than 18 months old), if available		
21	Current Financial Reports <i>(dated within 3 months of application)</i>		
22	Articles of Incorporation or organizational documents		
23	Current Organizational Budget and Variance Report <i>(dated within 3 months of application)</i>		
24	Organizational Certificate of Good Standing		
25	Litigation Description <i>(Please provide a description of all material pending litigation.)</i>		
26	Location Map and Detailed Directions to the Site		
27	Preliminary Site Plan and Landscaping Plan		
28	Preliminary Outline Specification		
	Please provide information as available for Tab#'s 29—37.		
29	Financing Commitment Letters		

NM EnergySavers Program Application
 Submittal Checklist
 For Rental Projects

Tab #	Document or Schedule	Check if Present	For MFA Use
30	Letter from Local Zoning Official stating that Zoning does not Prohibit the Proposed Project and Specifying Other Required Permits		
31	Market Study/Needs Assessment/Appraisal information		
32	Evidence of Site Control		
33	Legal Description of Site		
34	Site Survey		
35	Environmental Assessment (if applicable)		
36	Typical Unit Floor Plans		
37	Building Elevations		
	Non-Profit Organizations: Include all information for Tab#'s 38—40.		
38	IRS Designation Letter Verifying 501(c)(3) or (4) Status Exempt from Tax under Code Section 501(a) (if applicable)		
39	Current List of Board Members indicating their Home Addresses		
40	If 501(c) 3; Confirmation of filing with the Attorney General's office		