

HOME/Single Family Development Application Exhibits Checklist

1. _____ MFA Single Family Development Project Application Form
2. _____ Schedules A-SF: Development Budget, B-SF: Plan Description and Sales Proceeds, C-SF: Homebuyer Affordability Analysis, D-SF: Sources and Uses, E-SF: Development Schedule
3. _____ Narrative description of project, site, and location
4. _____ Explanation of Purpose and Need for Project
5. _____ For projects of 16 or more units, a market study, dated no more than 6 months prior to application date
6. _____ Interim construction financing appraisal (if available)
7. _____ Evidence of Site Control (deed, purchase contract, lease or option agreement)
8. _____ Evidence of Zoning Consistent with Proposed Use
9. _____ Location Map
10. _____ Preliminary Site Plan
11. _____ Building Elevation and Typical Unit Floor Plans
12. _____ Local Jurisdiction Support Letter from Chief Elected Official
13. _____ Audited Financial Statements of Borrower (most recent available) and interim year-to-date financials dated within 90 days of application
14. _____ Evidence of registry of Charitable Organizations in the Office of the Attorney General (non-profits only)
15. _____ Construction Sources of Funds: commitments from all loan, grant, and other subsidy sources equal to 100% of construction uses, less the HOME subsidy if requesting HOME during construction
16. _____ Permanent Sources of Funds: commitments from all loan, grant, and other subsidy sources equal to 100% of the total development cost, less the HOME subsidy and permanent home buyer loans:
 - a. _____ Letter of interest from a permanent mortgage lender
 - b. _____ Other Subsidy Commitment (Specify _____)
 - c. _____ Other Subsidy Commitment (Specify _____)