

NM EnergySavers Program Application
 Submittal Checklist
 For Single Family For-Sale Housing Development Projects

Tab #	Document or Schedule	Check if Present	For MFA Use
	Tab #'s 1 through 26 are required. Please provide 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 Checklist and all required documentation		
5	Schedule A-SF: Development Cost Budget		
6	Schedule B-SF: Plan Description and Sales Proceeds		
7	Schedule C-SF: Homebuyer Affordability Analysis		
8	Short narrative regarding mechanisms to ensure Affordability Period		
9	Schedule D-SF: Sources and Uses		
10	Schedule E-SF: Development Schedule		
11	Schedule H: Previous Participation		
12	Schedule N: Energy Efficiency Improvements Cost Budget		
13	Local Jurisdiction Support Letter		
14	Applicant Certification Form and Resume with references		
15	Architect Certification Form and Resume		
16	Contractor/Builder Resume		
17	Other Applicable Development Team Resumes		
18	Current Audit (i.e., no more than 18 months old), if available		
19	Current Financial Reports <i>(dated within 3 months of application)</i>		
20	Articles of Incorporation or organizational documents		
21	Current Organizational Budget and Variance Report <i>(dated within 3 months of application)</i>		
22	Organizational Certificate of Good Standing		
23	Litigation Description <i>(Please provide a description of all material pending litigation.)</i>		
24	Location Map and Detailed Directions to the Site		
25	Preliminary Site Plan and Landscaping Plan		
26	Preliminary Outline Specification		
	Please provide information as available for Tab#'s 27—35.		
27	Financing Commitment Letters		
28	Letter from Local Zoning Official stating that Zoning does not Prohibit the Proposed Project and Specifying Other Required Permits		

NM EnergySavers Program Application
 Submittal Checklist
 For Single Family For-Sale Housing Development Projects

Tab #	Document or Schedule	Check if Present	For MFA Use
29	Market Study/Needs Assessment/Appraisal information		
30	Evidence of Site Control		
31	Legal Description of Site		
32	Site Survey		
33	Environmental Assessment (<i>if applicable</i>)		
34	Typical Unit Floor Plans		
35	Building Elevations		
	Non-Profit Organizations: Include all information for Tab#'s 36—38.		
36	IRS Designation Letter Verifying 501(c)(3) or (4) Status Exempt from Tax under Code Section 501(a) (<i>if applicable</i>)		
37	Current List of Board Members indicating their Home Addresses		
38	If 501(c) 3; Confirmation of filing with the Attorney General's office		