

NM Affordable Housing Tax Credit Application
 Attachments Checklist
 For Downpayment Assistance Projects



Tab #'s 1 through 8 are required. Please include all available information in order to achieve completeness.

Tab #	Document or Schedule Required	Check if Present	For MFA Use
1	Application Fee (\$200)		
2	Narrative Description of Program (<i>Not to Exceed One Page</i>)		
3	1 page summary of Applicant Downpayment Assistance Program experience		
4	Executed Development Project Application Form		
5	Schedule H: Executed Principal's Previous Participation Certificate		
6	Applicant Resume ¹ with references		
7	Staff Resumes		
8	Subcontractor/Partner Resumes (if applicable)		
9	Administration Plan		
10	Articles of Incorporation or organizational documents		
11	IRS Designation Letter Verifying 501(c)(3) or (4) Status Exempt from Tax under Code Section 501(a) (if applicable)		
12	If 501(c) 3; Confirmation of filing with the Attorney General's office providing proof that it is in compliance with the Charitable Solicitations Act NMSA 1978 § 57-22-1, et. seq..		
13	Current Organizational Budget and Variance Report (<i>dated within 3 months of application</i>)		
14	Three Years of Accountant Prepared Financial Statements (preferably audited)		
15	Local Jurisdiction Support Letter		
	Of the following please provide information as available:		
16	Schedule P: Donation Sources		
17	Other Financing Commitment Letters		

¹ All resumes must include name of firm, name of contact person, office address, telephone number, and professional affiliations.