



CCRC requires a deposit of \$5,000 at inception of the application. This deposit will be applied toward a nonrefundable application fee of \$2,000. The application fee includes a \$500 contribution to the CCRC Scholarship Fund. The balance of \$3,000 will be applied as a credit at construction loan closing. Should the closing not take place, the deposit will be applied to costs incurred by CCRC, including, but not limited to legal fees.

1. Complete TCAC Application package together with all Exhibits

NOTE: TO THE EXTENT THE COMPLETE TAX CREDIT APPLICATION DOES NOT INCLUDE THE FOLLOWING ITEMS 2 - 26, PLEASE PROVIDE A COPY OF THAT SPECIFIC ITEM (you don't need to provide duplicates of information included in the TCAC app).

2. Project Description in narrative format
3. Comprehensive project Proforma Operating Statement (including Projected Rent Schedule, Line item expense Projections and Cash Flow Schedule)
4. Development budget, including sources and uses of funds
5. Letter of Intent from Tax Credit Investor/Syndicator
6. Letter of Intent from Construction Lender
7. Development team/contact list with all participants in the transaction
8. (a) Year-to-date financial statements; and (b) Audited year-end financial statements for: (1) developer/sponsor; and (2) each General Partner for the most recent two (2) year period, to include the balance sheet, income statement, statement of changes, and all other notes and schedules that are needed to fully reflect the financial condition of each General Partner. If audited financial statements are not customarily prepared, the Chief Executive will need to certify and date the statements. In addition, Federal tax returns for the two (2) most recent years, and bank statements for the most recent three (3) month period for all bank accounts will be required
9. Most current year-end and, if available, most current year-to-date Schedule of Real Estate Owned which includes the DCR for each property with annual debt service payments for each General Partner (or parent company if any GP is an affiliate)
10. Current Utility Allowance Schedule and confirmation from the Housing Authority with jurisdiction over the project that this is the applicable Utility Allowance Schedule. Please highlight which allowances are being used by the project and the total allowance amount per unit type.
11. Current **Published** Year Rent Schedule(s) from each housing program (or some other form of documentation) that identifies the maximum rents allowable for each unit/AMI combination in connection with **each** restrictive covenant (other than the TCAC Regulatory Agreement) that governs the Property.
12. A description of the service amenities to be provided at the project together with a budget for service expenses. Include any evidence of contracts for services with the service provider, if available and/or applicable.
13. Market Study
14. Current Rent Roll (for existing properties)
15. Resume of each sponsor, administrative general partner and managing general partner (the non-profit). Include list of prior projects and status of current projects
16. All articles of Incorporation and Bylaws for corporations/Articles of Organization and Operating Agreement and current LLC-12's for LLC's, including any and all amendments
17. Organizational Clearance Certificate (OCC) issued to nonprofit general partner or LLC general partner from the California State Board of Equalization (BOE)
18. LP-1 along with any LP-2 (if applicable)
19. Phase I Environmental Report (not more than 1 (one) year old, and if the report is more than 180 days old, an update in accordance with ASTM standards will be required), including Remediation Reports and environmental review clearances, if any.

<p>Include any additional environmental reports, if any, including any asbestos and/or lead-based paint reports, if applicable. CCRC's Phase I Requirements available upon request.</p> <p>If the Phase I Environmental Report is not addressed to CCRC, a reliance letter will be required.</p>
20. If applicable, a copy of a ground lease.
21. Copies of any agreements and amendments regarding this transaction between the Borrower and government agency including restrictive covenants, Density Bonus, DDA's or DLA's, OPA's Zoning Approvals and Use Permits, as well as the conditions of approval and any written commitments from the local housing authority regarding the set aside of Section 8 certificates, including assignments of each document - This also pertains to any agreements and/or covenants which: 1) are as of yet unrecorded that are not intended to be subordinated; and ii) run with the land but will be subordinated.
22. Executed loan documents (or draft documents) in connection with each subordinate debt loan to Borrower for the property. Please provide the following for each loan: <ul style="list-style-type: none"> o Promissory Note o Loan Agreement (if any) o Deed of Trust o Regulatory Agreement (if any)
23. Management Agent's resume
24. Property Management Contract
25. General Contractor's resume and statement of qualifications (should specify multi-family and LIHTC project experience)
26. Construction contract and exhibits
27. Architect's resume (should specify multi-family and LIHTC project experience)
28. Architects contract
29. Architectural Plans
IF AN ACQUISITION/REHABILITATION PROJECT, PLEASE ALSO PROVIDE THE FOLLOWING:
A. Capital Needs Assessment w/ Reserve Study
B. Complete Scope of Work
C. If Applicable, Relocation Plan and Budget
D. If applicable, a copy of a purchase and sale agreement or option agreement for the purchase of the land
E. Termite Inspection Report
F. Seismic Risk Assessment, if applicable
ALSO, PLEASE PROVIDE THE FOLLOWING:
30. Any Soils Reports and/or Geotechnical Reports
31. TCAC Preliminary Reservation Letter and TCAC Carryover Allocation Application (if any) with all exhibits including the TCAC Allocation Extension Approval Letter. For Bond transactions the Tax Exempt Reservation Letter and the CDLAC Resolution for the allocation of the bonds
32. Investor/Syndicator LOI, if applicable
33. Preliminary Title Report (not more than 30 days old); copies of all underlying documents and Plat Map with plotted easements
34. Current property tax bill for each parcel
35. Limited Partnership Agreement, Amended and Restated Limited Partnership Agreement and any other amendments
36. Credit Authorization form for Sponsor and each General Partner (form available upon request)
37. Federal Tax Identification Numbers for borrowing entity and each General Partner (IRS SS-4 or W-9 form)
38. IRS 501 c(3) Federal Tax Exemption Letter for nonprofit General Partner

39. State Franchise Tax Board Tax Exemption Letter for nonprofit General Partner
40. Standard residential lease that will be used at the property
41. Commercial leases, if applicable
42. Commercial master lease, if applicable
43. Appraisal Agreement (form available upon request)
44. Copy of an existing appraisal, if any
45. Most recent annual operating statements or partnership audits, plus current YTD operating statements, of THREE comparable properties managed or owned by entities within the partnership
46. New Appraisal to be ordered by CCRC
47. 3 rd Party Reviews (Environmental and Appraisal) to be ordered by CCRC
48. If project will be financed with tax exempt bonds, documentation regarding the annual or semiannual issuer fee and bond trustee fee (if applicable)