

**Project  
Name:**

**MHSa Rental Housing Loan Application Checklist**

<b>Item</b>	<b>Title/Description</b>	<b>Status</b>
<b>Section A: Rental Housing Universal Application</b>		
Item A.1	General Information	
Item A.2	Narrative	
Item A.3	Contact Information	
Item A.4	Site & Unit Information	
Item A.5	Miscellaneous	
Item A.6	Rents & Unit Mix Information	
Item A.7	Subsidy Information	
Item A.8	Development Sources (both construction and permanent)	
Item A.9	Development Budget	
Item A.10	Permanent Sources and Uses – <b>Not Required</b>	N/A
Item A.11	Operating Budget	
Item A.12	Cash Flow Analysis	
Item A.13	Experience – <b>Not Required</b>	N/A
Item A.14	Universal Certifications and Identity of Interest Disclosure	
Item A.15	Legal Status Questionnaire	
<b>Section B: Application Submittals</b>		
<b>Development Information /Site Control</b>		
Item B.1	Design/development-level plans and draft specifications showing site and unit floor detail (new construction only) or scope of rehab (for Acq/Rehab).	
Item B.2	Project timeline (dates for start of construction, construction loan closing, completion, occupancy)	
Item B.3	Provide a list showing the priority order of Regulatory restrictions and Deeds of Trust, showing the lien positions of all current and anticipated loans and encumbrances to be recorded against the Subject Property.	
Item B.4	Digital site photos	
Item B.5	Copies of all planning approvals	
Item B.6	Copies of all other lenders letters of interest, loan commitments, loan documents, and grant awards (if applicable) for all other financing. If funds are not currently committed, please provide a narrative indicating when funding determinations will be made, and the likelihood of obtaining funding from that source.	
Item B.7	Letter from locality evidencing appropriate zoning for the proposed Project	
Item B.8	Evidence of site control (purchase and sale agreement within past 2 years between unaffiliated parties; or a grant deed; or a lease back agreement; or a proposed ground lease)	
Item B.9	Locality Development Agreements (DDA or OPA, etc., if applicable)	
Item B.10	Preliminary (title) report (dated no more than six months before the application is submitted documenting that the entity conveying interest in the property holds title to the property) with copies of <b>all</b> exceptions.	
Item B.11	Evidence of Article 34 compliance (if applicable)	

<b>Rents &amp; Subsidies (in addition to Section A - Operations information)</b>		
Item B.12	Rental subsidy contracts, commitment letters, or evidence of application for all other rental subsidy programs	
Item B.13	Explanation of additional income (laundry, commercial assumption, etc.)	
Item B.14	Past three months of Rent Roll (if an acq/rehab proposal) excluding tenant names.	
<b>Operating Budget</b>		
Item B.15	Recent Tax Bill (when available)	
Item B.16	Development's past two years of financial statements (if available for acq/rehab Projects)	
<b>Development Budget (in addition to Section A, Development Budget Information)</b>		
Item B.17	Copy of the Investor's preliminary economic projections or budget (applicable to tax credit projects only, and when available).	
	<b>If an acquisition/rehabilitation project provide the following:</b>	
Item B.18	Proposed itemized rehab budget with a description of the scope of rehab.	
Item B.19	Physical Needs Analysis (prepared by an industry professional)	
Item B.20	Replacement reserve and needs analysis over time to validate your replacement reserve estimate. CalHFA may provide assistance if requested.	
Item B.21	Roof, plumbing and electrical reports/inspections for all buildings on the site	
Item B.22	Termite Reports/dry rot inspection reports for all buildings (recent)	
Item B.23	Sewer Camera report (unless waived by CalHFA)	
<b>Environmental</b>		
Item B.24	Soil/Geotechnical reports (new construction only)	
Item B.25	Phase I and Phase II Report (if applicable) prepared or updated within 180 days prior to the MHSa Loan Closing. Address the report or update to CalHFA or provide a Letter or Reliance if the report/update is not addressed to CalHFA	
Item B.26	Phase I or other Remediation Plan (if applicable)	
Item B.27	Acoustical/Asbestos/Lead-Based Paint Analysis (if rehab & if applicable)	
Item B.28	Mold Analysis (if rehab / and unless waived by CalHFA)	
Item B.29	Environmental Impact Statement and Study/CEQA/NEPA documentation (only if required by other lending sources and applicable).	
Item B.30	FEMA Flood Zone Hazard Determination and remediation plan (if applicable)	
<b>Marketing Analysis/Appraisal/Relocation</b>		
Item B.31	Purchase As-Is Appraisal (NOTE: the allowable purchase price is the lesser of the as-is appraised value or the purchase price of the Subject Property and must be a sales transaction between unaffiliated parties.)	
Item B.32	Construction Lenders Appraisal (when available)	
Item B.33	Construction Appraisal Reliance Letter (when available)	
Item B.34	Market Study (when available)	
Item B.35	Relocation Plan from an industry professional (if applicable)	
<b>Owner/Developer Team Information</b>		
Item B.36	Diagram showing the entities affiliated with the borrowing entity (if applicable)	

Item B.37	2 years financials (Balance Sheet & Profit and Loss Statement) for Applicant/Borrower	
Item B.38	Articles of Incorporation of the Applicant/Borrower (LLC or 501(c) (3))	
Item B.39	Authorizing Board Resolution from each entity	
Item B.40	Certificate of Good Standing	
Item B.41	Partnership Agreement or LLC Agreement (must be a single asset entity)	
Item B.42	Evidence of 501(c) (3) status (if applicable)	
Item B.43	Bylaws	
Item B.44	Certification of Corporation (for corporate members or partners)	
Item B.45	LP-1 & LP-2 (if limited partnership)	
Item B.46	Developer/Borrower Fair Housing Certification ( <b>Attachment A</b> )	
<b>Section C: Development Partners</b>		
Item C.1	Qualification of the Property Management Agent	
Item C.2	Property Management Plan	
Item C.3	Property Management Contract	
Item C.4	Developer/Borrower and Principal(s) Experience Developing Affordable Housing	
Item C.5	Developer/Borrower Experience Serving the Target Population	
<b>Section D: MHSA Supportive Housing and Services Information</b>		
Item D.1	Development Summary ( <b>Attachment B</b> )	
Item D.2	Development Description	
Item D.3	Consistency with the Three-Year Program and Expenditure Plan	
Item D.4	Description of Target Population to be Served	
Item D.5	Tenant Eligibility Certification	
Item D.6	Tenant Selection Plan	
Item D.7	Supportive Services Plan	
Item D.8	Supportive Services Chart ( <b>Attachment C</b> )	
Item D.9	Design Consideration for Meeting the Needs of the MHSA Tenants	
Item D.10	Summary and Analysis of Stakeholder Input	
Item D.11	DMH Outcome and Reporting Requirements ( <b>Attachment D</b> )	
Item D.12	County Mental Health Department Sponsorship and Services Verification ( <b>Attachment E</b> )	
Item D.13	Primary Service Provider Experience Serving The Target Population	
Item D.14	County Fair Housing Certification ( <b>Attachment F</b> )	
Item D.15	Draft Memorandum of Understanding (don't execute until you have State DMH & CalHFA approval of the draft). MOU must be an Agreement between the Borrowing Entity, County DMH, Service Provider(s) and Property Management Firm.	
Item D.16	Supportive Services Budget Form and Budget Narrative ( <b>Attachment G</b> )	