

PRELIMINARY APPLICATION CHECKLIST

PLEASE FOLLOW INSTRUCTIONS FOR ELECTRONIC SUBMISSIONS

AT <http://www.dca.ga.gov/housing/HousingDevelopment/programs/housingTaxCredit.asp>

Please complete and return the required documentation and a check or certified funds for \$500 (non-refundable), payable to Georgia Housing and Finance Authority, to:

GA Department of Community Affairs
Attn: HFDD- Qualified Contract
60 Executive Park Dr So NE
Atlanta, GA 30329

I. NAME AND ADDRESS OF PROPERTY

Name of Property

GHFA Property number

Year(s) of Tax Credit Allocation

Street

City

State

Zip Code

2. INFORMATION ON OWNERSHIP ENTITY

Name of Owner Entity

Name of General Partner Entity # 1 (or Managing Member, if Owner is LLC)

Name of General Partner Entity #2 (or Managing Member, if Owner is LLC)

Name of Primary Contact

Address

City

State

Zip Code

Phone Number

E-mail

Please list any additional partners as an attachment.

3. PROPERTY DETAILS

_____ Total unit count

_____ Total HC units

_____ Number of Residential Buildings

4. Has any portion of your tax credit allocation been recaptured?

Yes

No

If yes, please provide documentation as to amount(s) and date(s) of recapture.

Required Documentation:

1. Copy of recorded Land Use Restrictive Covenants related to HCs
2. Executed forms 8609 for property
3. Executed IRS form 8821 (located at www.IRS.gov)
4. Legal Opinion confirming when each building will reach the end of the 15 year Compliance Period for purposes of a Request for Qualified Contract
5. Other documents as may be requested

I certify the following, to the best of my knowledge:

- There is no action, suit, or proceeding at law or in equity or by or before any governmental instrumentality or other agency now pending against Owner, the land, or the Property or, to the knowledge of Owner, threatened against or affecting Owner, the land, or the Property.
- During the Compliance Period, the Property has been operated as a "qualified low- income property," as defined in Section 42 and the Regulations,
- The information in this application is complete and accurate,
- All purchase options, including rights of first refusal, will be waived before a Request is submitted

Owner:

Name of Owner

Signature and title

Printed name

Date