



**AREA OF OPPORTUNITY LAND BANK LOAN PROGRAM**  
*2024 Exhibit Checklist for Loan Applications*

Exhibits (attachments to the Application) labeled “required” must be submitted with the Application. All required and applicable exhibits must be appropriately labeled and submitted with the Application.

Please check the appropriate box next to the exhibit’s name to indicate whether or not it is included in the Application. In addition, please include a copy of the completed checklist in the Application.

EXHIBIT #	EXHIBIT REQUIREMENTS	CHECK BOX
1	<p><b><u>LIHTC Application Part I</u></b></p> <p>Include the LIHTC Application Part I documentation submitted with the initial LIHTC application.</p>	<p><b>Required</b></p> <p><input type="checkbox"/> Paper</p> <p><input type="checkbox"/> Electronic</p>
2	<p><b><u>LIHTC Pro Forma (Part II)</u></b></p> <p>Include the LIHTC Pro Forma (Part II) documentation submitted with the initial LIHTC application. If there are any updates necessary, please include an updated Part II and a summary of the updates in your submission.</p>	<p><b>Required</b></p> <p><input type="checkbox"/> Paper</p> <p><input type="checkbox"/> Electronic</p>
3	<p><b><u>Site Control Documentation</u></b></p> <p>Include the original LIHTC application site control documentation along with new or updated site control documentation (amendments, extensions, etc.).</p>	<p><b>Required</b></p> <p><input type="checkbox"/> Paper</p> <p><input type="checkbox"/> Electronic</p>
4	<p><b><u>DSHA LIHTC “Not Ranked” letter</u></b></p> <p>Include a copy of the DSHA notification letter regarding the LIHTC application that is applicable to the parcel for which an Area of Opportunity Land Bank loan is being pursued.</p>	<p><b>Required</b></p> <p><input type="checkbox"/> Paper</p> <p><input type="checkbox"/> Electronic</p>
5	<p><b><u>Organizational Status</u></b></p> <p>If there are changes to the organizational status from the initial LIHTC application, submit the following:</p> <ol style="list-style-type: none"> <li>1. Organizational document of applicant, Articles of Incorporation, By-Laws, Partnership Agreement, etc.</li> <li>2. Resolution of the Board of Directors, or general partners or local governmental body, as applicable authorizing the application and signatories (Corporations only).</li> </ol> <p>If there are no changes, submit confirmation of no change.</p>	<p><b>Required</b></p> <p><input type="checkbox"/> Paper</p> <p><input type="checkbox"/> Electronic</p>

6	<p><b><u>Applicant Experience</u></b></p> <p>If there are changes to the applicant experience from the initial LIHTC application, submit the following:</p> <ol style="list-style-type: none"> <li>1. A brief description of applicant’s LIHTC experience with a schedule of other properties owned or operated by the applicant including name of property, address, number of residents/households served, annual operating budget amount, length of time owned/operated, mortgages secured to project.</li> <li>2. Describe previous experience in the successful administration of housing programs for families of low- or very low-income or similar type programs.</li> </ol> <p>If there are no changes, submit confirmation of no change.</p>	<p><b>Required</b></p> <p><input type="checkbox"/> Paper</p> <p><input type="checkbox"/> Electronic</p>
7	<p><b><u>Photographs/Maps/Promoting Balanced Housing</u></b></p> <p>Photographs of the building or site and a site map showing the location of the proposed development.</p> <p>Provide a map that demonstrates the project is located in an Area of Opportunity as of initial LIHTC application.</p>	<p><b>Required</b></p> <p><input type="checkbox"/> Paper</p> <p><input type="checkbox"/> Electronic</p>
8	<p><b><u>Audited Financial Statements (for the last 3 years) and/or Financial Capacity documents</u></b></p> <p>Include the most recent quarter’s balance sheet and income statement.</p> <p>For nonprofits without an audit, a compilation of the last fiscal year will be required.</p> <p>Please indicate if these documents are included in the application or are being sent electronically.</p>	<p><b>Required</b></p> <p><input type="checkbox"/> Electronic ONLY</p>