

Baltimore County Housing and Community Development
Application Checklist

Project Name: _____ **Developer:** _____

All of the information below is preferred at Application submission; the items shaded in Grey are required at application, if not available, provide a comment

Section #	Application Item	Date Rcvd	If Not Available, Insert Comment
A	Resume and Experience of Developer		
B	Developer/Guarantor Audited Financials (last 3 years)		
	Guarantor REO Statement		
	Developer REO Schedule		
	Developer Organization Documents		
	Narrative of Developer Experience		
C	Description of Owner Entity		
	Articles of Incorporation		
	Organizational Structure for Owner/Borrower		
	Organizational Chart and Relationship to Developer		
	Partnership Agreements		
	Development Services Agreement		
	LIHTC Limited Partnership Agreement		
	Certificates of Good Standing		
D	Project Financial Information		
	Form 202		
	Closing Timeline		
	Audited Financials for Property (last 3 years, rehab only)		
	Current Rent Roll (rehab only)		
	Final Operating Proforma		
	Final Sources and Uses of Funds		
	LIHTC Equity Calculations		
	Detailed Predevelopment Expenditures		
	Equity Commitment/Terms and Letter of Intent and Commitment Letter		
	Permanent Lender Commitment/Terms and Letter of Intent and Commitment Letter		
	Secondary Financing Commitments/Terms and Letter of Intent and Commitment Letter		
	Construction Lender Commitment/Terms and Letter of Intent and Commitment Letters		
	Proof of Required Insurances		
	Proposed Rent Schedule		
	Expense Comps		
	Other Commitment Letter		
	Utility Allowance Analysis		
	Sources by Use		
	Closing Draw and Draw Schedule		
E	Neighborhood and Site Information		
	Evidence of Site Control		
	Location Map, Site Map, Project Photos		
	Unit Floor Plans (with unit sizes in square feet)		
	Current and Proposed Zoning		
	Legal Description		
	Confirmation of Tax Abatement (if applicable)		
	Topographic Site Survey		
F	Market Feasibility/Marketing Plan		
	Project Narrative		
	Tenant Relocation or In-Place Rehab. Plan (rehab only)		
	Market Study		
G	Management Agent Information		
	Previous Experience		
	Financial Statements		
	Management Contract		
	Proposed Lease Agreement		
	Staffing Plan for the Property		
	Security Plan (if physical security is on site)		
	Management Policies and Procedures		
	Fair Housing and EEO Policy		
	Marketing and Tenant Selection Plan		
	Affirmative Fair Housing Marketing Plan (for federal funding)		
	Planned Tenant Services and Provider		
	Demonstrated Experience with Davis-Bacon, Fair Housing, Section 3, MBE and WBE (for federal funding)		
H	General Contractor Information		

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Section #	Application Item	Date Rcvd	If Not Available, Insert Comment
	Previous Experience		
	Financial Statements (if new to affordable in County)		
	Evidence of Bonding Capacity (if new to affordable in County)		
	Detailed Construction Cost Estimates		
	Guaranteed Maximum Price		
	Final Schedule of Values (G702-G703 format)		
	First Source Agreement		
	Final CBE Agreement with DSLBD (if applicable)		
	Davis Bacon/ Prevailing Wage Compliance		
I	Consultants		
	Consulting Agreement including Scope of Work		
	Previous Experience		
J	Architectural and Engineering		
	Detailed Scope of Work		
	Financial Statements (if new to affordable in County)		
	Engineering Report/Physical Needs Assessment (for rehab)		
	Replacement Reserve Analysis		
	Architectural Rendering		
	Detailed Architectural Plans and Specifications		
	Permit Tracking Number		
	Permits		
K	Appraisal Report		
L	Environmental Report		
	Environmental Abatement Requirements		