

Tab A:

Partnership or Operating Agreement, including
Org Chart with percentages of ownership interest

Tab B:

Virginia State Corporation Commission Certification
(MANDATORY)

Tab C:

Principal's Previous Participation Certification
(MANDATORY)

Tab D:

List of LIHTC Developments (Schedule A)
(MANDATORY)

Tab E:

Site Control Documentation & Most Recent Real
Estate Tax Assessment (MANDATORY)

Tab F:

RESNET Rater Certification (MANDATORY)

Tab G:

Zoning Certification Letter (MANDATORY)

Tab H:

Attorney's Opinion (MANDATORY)

Tab I:

Nonprofit Questionnaire (MANDATORY for points or pool)

NOTE: The following documents need not be submitted unless requested by Virginia Housing:

- Nonprofit Articles of Incorporation
- IRS Documentation of Nonprofit Status
- Joint Venture Agreement (if applicable)
- For-profit Consulting Agreement (if applicable)

Tab J:

Relocation Plan and Unit Delivery Schedule
(MANDATORY-Rehab)

Tab K:

Documentation of Development Location:

Tab K.1

Revitalization Area Certification

Tab K.2

Surveyor's Certification of Proximity to
Public Transportation using Virginia
Housing template

Tab L:

PHA / Section 8 Notification Letter

Tab M:

Intentionally Blank

Tab N:

Homeownership Plan

Tab O:

Plan of Development Certification Letter

Tab P:

Zero Energy or Passive House documentation for
prior allocation by this developer

Tab Q:

Documentation of Rental Assistance, Tax Abatement
and/or existing RD or HUD Property

Tab R:

Documentation of Utility Allowance calculation

Tab S:

Supportive House Certification and/or
Resident Well Being MOU

Tab T:

Funding Documentation

Tab U:

Acknowledgement by Tenant of the availability of Renter
Education provided by Virginia Housing

Tab V:

Nonprofit or LHA Purchase Option or Right of First
Refusal

Tab W:

Internet Safety Plan and Resident Information Form (if
internet amenities selected)

Tab X:

Marketing Plan for units meeting accessibility
requirements of HUD section 504

Tab Y:

Inducement Resolution for Tax Exempt Bonds

Tab Z:

Documentation of team member's Diversity, Equity and
Inclusion Designation

Tab AA:

Priority Letter from Rural Development

TAB AB:

Social Disadvantage Certification