

# Tab A:

Organizational Documents, developer fee agreement and Org Chart for this deal  
(MANDATORY)

# **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

Location Map

# **Tab K.3**

Surveyor's Certification of Proximity To Public  
Transportation

# Tab L:

PHA / Section 8 Notification Letter

# **Tab M:**

Locality CEO Response Letter



# **Tab N:**

Homeownership Plan

# **Tab O:**

Plan of Development Certification Letter

# **Tab P:**

Developer Experience documentation and  
Partnership agreements (Please submit this TAB as  
a separate stand alone document)

# **Tab Q:**

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

# **Tab R:**

Documentation of Operating Budget and Utility Allowances

# **Tab S:**

Supportive Housing Certification

# **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