

.03 DOCUMENTATION REQUIRED

Note: The word “Tab” as listed below refers to file folder sections within the submission file.

A. Section I

1. Tab 1

- A check for \$1,000 made payable to AHFC for the application fee;
- Table of Contents;
- Commitment Request Transmittal Memorandum ([Form MF-UND-8](#)) signed by an approved Seller/Service;er;
- Approved Seller/Service;er’s loan summary ([Form MF-UND-5](#) which addresses all information required in [Section 3000](#)) with recommendation and stated reasons;
- Project pro-forma operating statements;
- A statement from the Seller/Service;er that they have determined to the best of their knowledge that a loan is not otherwise available from other sources upon reasonably equivalent terms and conditions;
- Copy of Seller/Service;er’s credit committee action;
- Original signed and dated AHFC Multi-Family Loan Application ([Form MF-UND-6](#)): and,
- AHFC Disclosure Statement ([Form MF-LND-3](#) with schedule [Form MF-LND-4](#)).

2. Tab 2

- Purchase agreements and all addendum;
- Property management information;
- Project historic operating statements;
- Current rent schedules;
- Detailed estimate of the cost of construction, rehabilitation or improvements;

- Listing of all additional property to be acquired;
- Construction, rehabilitation or improvement plans (drawings) and specifications: and,
- Copies of all contracts, leases, etc. pertaining to the property.