EXHIBIT A

South Carolina State Housing Finance and Development Authority

LIHTC/TEB Placed-in-Service Application Checklist

Development Name:_____ County:_____

Please check off each category for which documents are submitted or mark as N/A.

TAB	Document	Comments	Check Off
1	Placed-in-Service Application	Application reflecting PIS information. Application must be complete, signature pages executed and uploaded in both excel and PDF format.	
	Fees	Compliance Monitoring fee as per the QAP of when the award was received.	
	Place-in-Service Application Checklist	Exhibit A - Placed-in-Service Checklist	
2	Site Control (TEB only)	Copy of the executed deed or executed minimum fifty (50) year land lease. The grantee on the deed or the land lease must the same entity as the project owner.	
3	Attorney Opinion Letters	Exhibit C - New Construction Attorney Opinion Letter	
		Exhibit D - Acquisition/Rehabilitation Attorney Opinion Letter	
		Exhibit E - Nonprofit Attorney Opinion Letter	
4	Architect and/or Professional Engineer Certification	Exhibit G- Architect and/or Professional Engineer Certification (ensure sq ft matches Form Q)	
5	Cost Information	Exhibit J-1 - CPA Final Allocation Certification Letter	
		Exhibit J-2 CPA Schedule of Eligible & Qualified Basis by Building	
		Exhibit J-3 CPA Schedule of Total Development Cost	
		Exhibit J-4 CPA Schedule of Qualified Basis	
		Exhibit M - Certification of Sources and Uses	
		CPA Certification of Percentage of Aggregate Basis Financed by Tax Exempt Bonds (applies only to developments with bond financing that are seeking tax credits).	
		Deferred Developer fee- Promissory Note evidencing the principal amount and terms of repayment of any deferred repayment obligation.	
6	Entity Agreements	Final Partnership Agreement. For TEB development, the Final Partnership Agreement must have final approval from SC Housing.	
		Operating Agreement of LLC's (if applicable)	
		Current Owner Management Information Form	
7	Rent Roll	Rental Roll certified by property manager in both PDF and Excel format.	
		Form Q - Rent Roll Addendum (ensure sq ft matches Exhibit G)	
		Current Applicable Utility Cost Estimate	
		LEED, Earthcraft, etc. Certification Forms	
8	Permanent Financing Information	RHA Form RD 3560-51 (if applicable)	
		Section 8 Contract (if applicable)	
		Permanent Loan Commitment(s)	
		Other Commitments	

9	Syndication Information	Syndication Agreement Letter (Federal & State Tax Credits) - Document must include Syndication Proceeds Amount, Syndication Value per Tax Credit dollar, Ownership Percentage and Expected Annual Tax Credit.	
10	Completion Information	New Construction - Certificate(s) of Occupancy, SC Housing requires all units in all buildings be 100% complete and available for immediate occupancy	
		Rehabilitation - Certificate(s) of Occupancy, Certificate of Substantial Completion, or CPA explanation as to chosen PIS date	
11	Restrictive Covenants (TEB only)	Recorded Restrictive Covenants for Tax Credits	

If, upon the submission of the Placed-in-Service Application, it is determined that the development is not substantially the same as the development described in the Initial Tax Credit Application, the development will not receive an allocation of Low-Income Housing Tax Credits. It is expected that developments to which Low-Income Housing Tax Credits were allocated will be the same as the developments that are placing in service.