## EXHIBIT A

## South Carolina State Housing Finance and Development Authority 2024 TEB Application Checklist

The Application Checklist <u>must</u> be submitted with the Tax Credit Application.

Development Name:\_\_\_\_\_

County:\_\_\_\_\_

Check Off each category for which documents are being submitted. If a section is not applicable mark the section as N/A. Blank or incorrectly checked boxes WILL BE considered incomplete and/or missing documents. All references to QAP, Appendices, Exhibits or Forms are references to the 2024 documents.

ТАВ	Document	Comments		Check Off
1	Application	Upload the Application in both Excel and PDF for	ormat.	
		Acknowledgement and Agreements		
		Bond Program Disclaimer		
		Development Narrative		
2	Application Fees	\$6,000 Application Fee		
		\$600 Market Study Review Fee		
3	Application Checklist	Exhibit A		
	Bond Counsel and Investment Banker Requests	Bond Counsel Designation Request		
4		Investment Banker Designation Request		
	Entity Information	Exhibit P (Identity of Interest Certification)		
		Must complete forms for all LPs, LLCs, and CORPs involved in the ownership entity; must identify all individuals in ownership structure.	Form LP	
			Form LLC	
5			Form CORP	
		Valid Certificate of Existence or Authority from the SC Secretary of State for <u>each</u> Ownership Entity (GP or MM) listed on page two of the Application.		
		Articles of Incorporation <u>or</u> Charter <u>or</u> By-Laws for <u>ALL</u> entities that make up any part of the general partner ownership entity.		

6     Monprofit Information - Provide these documents ONLY If Development Team includes a non-profit sponsor     Most Current IRS Form 990     Image: Control Documents ONLY If Development Team includes a non-profit sponsor     Image: Control Documents ONLY If Development Team includes a non-profit sponsor     Image: Control Documents Development Performent Features Instant Participation     Image: Control Document Performent Performent Performent Performent Performent Performent Initial Participation       7     Entity Agreement     Development Agreement or LLC Operating Agreement Initial Partnership Agreement or LLC Operating Agreement       8     Previous Tax Credit Participation     Exhibit K       9     Architect and/or Professional Engineer Certification     Exhibit V       10     Site Control Documents     Exhibit Q       11     Zoning     Letter from City/County Official verifying the current site zoning dassification, Letter from City/County Official stating the impact and tap Ifees.       12     Acquisition/Rehabilitation Developments     Letter from City/County Official stating the impact and tap Ifees.       12     Acquisition/Rehabilitation Developments     Evidence of Exiting Renical Subsidies (If applicable)       13     Utility Allowance Estimate     Current Utility Allowance Estimate	6	Provide these documents ONLY If Development Team	IRS Determination of Nonprofit Status - 501(C)(3) or 501 (C)(4) Letter.
6   Nonprofit Information - Provide these documents includes a non-profit sponsor   of State.     6   ONLY If Development Team includes a non-profit sponsor   List of Nonprofit Board Members including the number of years they have served on the Board.     7   Entity Agreement   Development Agreement     8   Previous Tax Credit Participation   Development Agreement     9   Architect and/or Professional Engineer Certification   Exhibit K     9   Architect and/or Professional Engineer Certification   Exhibit G     10   Site Control Documents   a. Recorded Deed     11   Zoning   Letter from City/County Official verifying accessibility and distance to water and sewer.     11   Zoning   Letter from City/County Official verifying accessibility and distance to water and sewer.     12   Acquisition/Rehabilitation Developments   Letter from City/County Official stating the impact and tap fees.     12   Acquisition/Rehabilitation Developments   Evisiting Rental Subsidies (if applicable)     13   Utility Allowance Estimate   Current Utility Allowance Estimate			Most Current IRS Form 990
6   Provide these documents ONLY If Development Team includes a non-profit sponsor   List of Nonprofit Board Members including the number of years they have served on the Board.     7   Entity Agreement   List of Full Time Employees and their responsibilities.     7   Entity Agreement   By-Laws and Mission Statement. Evidence that the Nonprofit has among its exempt purposes the fostering of low-income housing.     8   Previous Tax Credit Participation   Exhibit K     9   Architect and/or Professional Engineer Certification   Exhibit G     10   Site Control Documents   Exhibit G     11   Site Control Documents   E. eugally Valid Assignment of one of the above     11   Zoning   Letter from City/County Official verifying the current site zoning classification,     12   Acquisition/Rehabilitation Developments   Evering Rental Subsidies (if applicable)     12   Acquisition/Rehabilitation Developments   Evering Rental Subsidies (if applicable)     13   Utility Allowance Estimate   Current Utility Allowance Estimate			
12     Acquisition/Rehabilitation       12     Acquisition/Rehabilitation       13     Utility Allowance Estimate			
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7   Entity Agreement   Initial Partnership Agreement or LLC Operating Agreement     8   Previous Tax Credit Participation   Exhibit K     9   Architect and/or Professional Engineer Certification   Exhibit G     10   Architect and/or Documents   Exhibit G     10   Site Control Documents   a. Recorded Deed     10   Site Control Documents   c. Purchase Option     11   Zoning   Letter from City/County Official verifying the current site zoning classification,     11   Zoning   Letter from City/County Official verifying accessibility and distance to water and sewer.     12   Acquisition/Rehabilitation Developments   Initial Building Placed-In-Service Date Information Acquisition Building Service Dates - Provide date building(s) will be acquired.     13   Utility Allowance Estimate   Current Utility Allowance Estimate			Nonprofit has among its exempt purposes the fostering of
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8   Previcipation   Exhibit Y     9   Architect and/or Professional Engineer Certification   Exhibit G     10   Accessibility Documentation- Exhibit AA   a. Recorded Deed     10   Site Control Documents   b. Purchase Option   c.     10   Site Control Documents   c. Purchase Contract   d. Land Lease or option on a land lease   e.     11   Zoning   Letter from City/County Official verifying the current site zoning classification,   Letter from City/County Official verifying accessibility and distance to water and sewer.     11   Zoning   Letter from City/County Official stating the impact and tap fees.     12   Acquisition/Rehabilitation Developments   Initial Building Placed-In-Service Date Information     12   Acquisition/Rehabilitation Developments   Evidence of Existing Rental Subsidies (if applicable)     13   Utility Allowance Estimate   Current Utility Allowance Estimate   Current Utility Allowance Estimate	1		Initial Partnership Agreement or LLC Operating Agreement
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10   Site Control Documents   b. Purchase Option   i     10   Site Control Documents   c. Purchase Contract   i     11   C. Purchase Contract   i   i     11   Zoning   Letter from City/County Official verifying the current site zoning classification,   i     11   Zoning   Letter from City/County Official verifying accessibility and distance to water and sewer.   i     11   Letter from City/County Official stating the impact and tap fees.   initial Building Placed-In-Service Date Information     12   Acquisition/Rehabilitation Developments   Evidence of Existing Rental Subsidies (if applicable)     13   Utility Allowance Estimate   Current Utility Allowance Estimate	9		Accessibility Documentation- Exhibit AA
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Profile Form   13 Utility Allowance Estimate     Current Utility Allowance Estimate			
13 Utility Allowance Estimate Current Utility Allowance Estimate			Profile Form
			Relocation Plan (if applicable)
Physical Needs Assessment Report	13	Utility Allowance Estimate	Current Utility Allowance Estimate
14 Physical Needs Assessment	4.4	Physical Needs Assessment	Physical Needs Assessment Report
Exhibit R	14		Exhibit R

15	Market Study	Market Study prepared by an Authority approved market analyst.	
		Exhibit S-2 Primary Market Area Analysis Summary to be included in the market study and certification.	
16	Environmental	Phase I Environmental Assessment Report	
		Exhibit W - Wetlands Certification	
17	Development Targeting/Extended Use Characteristics	Historic Character Certification (if applicable)	
		Tenant Ownership Plan (if applicable)	
		Tenant Ownership Conversion Agreement (if applicable)	
	Financing Information	RHS or HUD Letter of Intent (if applicable).	
		Deferred Developer Fee - Statement of terms of the deferred repayment obligation.	
		Nonprofit Resolution for Deferred Developer Fee (if applicable).	
18		Conventional Letter of Intent for Construction and Permanent Financing.	
		Documentation to demonstrate required Financial Capacity.	
		Other Funding Commitments (if applicable).	
19	Appraisal	Refer to page 7 of the QAP.	
20	Syndication Information	Letter from Syndicator(s) acknowledging intent to syndicate credits for the development.	
		Support for requesting STC.	
	Other Opinions & Certifications	City/County/Legislative Notification Letters	
		Community Revitalization Plan (if applicable).	
		Exhibit Z	
21		Certification of the Responsible Green and/or Energy Professional.	
		Persons with Disabilities and Affirmative Fair Housing Statement	
22	Plans and Specifications	Set of plans and specs.	
23	HOME Information (if applicable)	HOME Application & Exhibits	

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 be considered for an allocation of Low-Income Housing Tax Credits.