

New Project Preliminary Modeling Checklist

Date:

For: App, Award or RFP

LOI Due:

Priority:

PROPERTY

Address:

City, State:

County:

State Agency / 4% Issuer:

Population:

Pricing (Asking vs. Comp.):

Equity Pay-in Sched:

Lead / Source of Deal:

Competitor(s):

DEVELOPMENT TEAM

Contact/Consultant:

Phone:

Cell:

GP/Dev #1:

DB#

GP/Dev #2:

DB#

NP or FP Firm:

NP or FP Firm:

Address:

Address:

Phone:

Cell:

Phone:

Cell:

Experience / Comments:

Prev dealings w/ FSF:

PARTIES

Partnership:

General Partner #1:

General Partner #2:

Developer:

Guarantor(s):

Contractor:

Management Agent:

Construction Sources:

Permanent Debt (Lender, Principal, Rate, Debt/Door):

A. Documents (REQUIRED)	C. Stage:	Circle 4% or 9%	F. Total No. of Sites	I. Annual Credit Amount
Descriptive Narrative	Pre-App.		Scat or Cont.	LIHTC
Schedule	Application		Total # of Bldgs.	SLIHC
Rental Unit Mix	Allocation		Total # of Units	Fed HTC
OE Budget	Reservation		Total LIHTC	State HTC
15 Year Pro forma	Carryover		# Studios	NMTC
Utility Allowance	D. Type		# 1 BRs	Energy Credits
Replace. Reserve / Unit	New Constr		# 2 BRs	
Construction Sources	Acq/Rehab		# 3 BRs	J. KEY METRICS
Perm Sources & Uses	Historic		# 4 BRs	Capture Rate
Detailed Dev Budget	Adaptive Reuse		G. Timeline	Absorption
w/ LIHTC Calculation	Mixed Use		Closing Date	\$ Debt/Unit
Google Map	E. Tenant	# Units or %	Constr Start	Other income P/U P/M
B. Documents (ADDITIONAL)	Commercial		First PIS Date	\$ Rehab/Unit
State Application	Congregate		Last PIS Date	Tenants-in-place
Draw Schedule	Family		100% Occup.	
Equity Pay-in Sch.	Market		Perm. Conv.	K. Utilities Included in Rent (Please Check)
Market Analysis	Single Homes		H. Subsidies: Voucher or PB	<input type="checkbox"/> Heat
Appraisal	Special Needs		# Units	<input type="checkbox"/> Water & Sewer
PNA/PCR	Senior (Age?)		Contract Term	<input type="checkbox"/> Cooking Gas
Party Financials				<input type="checkbox"/> Electric

Market Comments: