

<b>Application Checklist</b>	
<input type="checkbox"/>	Application Checklist (this Document)
<input type="checkbox"/>	Application Narrative and Required Supporting Documentation
<input type="checkbox"/>	Application Workbook
<input type="checkbox"/>	Applicant Signature Page
<input type="checkbox"/>	Bid Assessment Documents, when applicable
<input type="checkbox"/>	Construction or Acquisition Timeline
<input type="checkbox"/>	Credit Review Documents
<input type="checkbox"/>	Inspection Report
<input type="checkbox"/>	License
<input type="checkbox"/>	Photographs
<input type="checkbox"/>	Rent Rolls
<b>Additional Checklist Items if the Project Includes a Park Acquisition</b>	
<input type="checkbox"/>	Commitment Letter
<input type="checkbox"/>	Purchase Contract

**Application Narrative**

The Request for Proposals (RFP) application and narrative questions must be signed and submitted, along with any required supporting documentation. This form can be found on Minnesota Housing’s [website](#).

**Application Workbook**

The application workbook must be completed and submitted with the application. This form can be found on Minnesota Housing’s [website](#).

**Bid Assessment Documents**

Bid and project assessment documents for the proposed scope of work must be submitted. If multiple bids are conducted and the lowest bid was not selected, applicants must provide an explanation in the application and narrative. The selected bid should be clearly identified. If only one bid or assessment was completed, provide an explanation why multiple bids were not obtained. Cost estimates and assessments should be completed by an assessor with the legal, educational and/or industry authority to complete a reasonable assessment.

**Construction or Acquisition Timeline**

Submit a construction timeline for the proposed work from the contractor of the selected bid.

**Credit Review Documents**

Applicants must submit the following documents depending on the ownership structure of the park.

- For-profit: Complete the Single Family RFP Organization and Capacity Review: For Profit Organizations form found on the [website](#) and include required documents.
- Nonprofit: Complete the Single Family RFP Organization and Capacity Review: Non-Profit Organizations form found on the [website](#) and include required documents.
- Government – Not applicable

**NOTE:** Entities applying as an intermediary on behalf of a park must also submit the appropriate documents listed above for the current ownership entity. In addition, if the proposed project will be a part of an acquisition, applicants must submit credit review documents for the post-acquisition ownership entity type outlined above for:

**Inspection Report**

Submit the most current inspection report from the State of Minnesota Department of Health or local delegated authority.

**License**

Submit a copy of the valid park license.

**Photographs**

Provide clear photographs of the park, as well as any photographs of the infrastructure and improvements that will be addressed, when applicable.

**Rent Rolls**

Submit the past three months of lot rent rolls.

<b>Additional Items for Acquisition</b>
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**Commitment Letter**

Submit a letter from the first mortgage lender that states the mortgage amount, terms and anticipated closing date.

**Purchase Contract**

Submit a copy of the executed purchase contract for the park.