

MULTIFAMILY APPLICATION FORM INSTRUCTIONS

This Multifamily Application Form represents the consolidation of the previous Multifamily RFP Application Form and the Housing Tax Credit Application (HTC1).

<u>Application Fees:</u>	Deferred Loans:	\$0
	MHFA First Mortgage:	\$250
	Housing Tax Credit (HTC):	Refer to the Housing Tax Credit Procedural Manual, Section 9

Before completing the application, please read the Multifamily RFP Application Guide and/or MHFA Housing Tax Credit Procedural Manual.

The Multifamily RFP Application Guides contain pertinent information on objectives and goals of the RFP, selection criteria, application guidance, process, and where applicable, specific program information.

The MHFA Housing Tax Credit (HTC) Procedural Manual contains information and procedures pertinent to the tax credit program. It is the applicant's responsibility to be aware of the submission requirements needed to proceed to the next step in obtaining an allocation. If the applicant is unable to meet the submission requirements in a timely manner, or if approvals have expired, the application will no longer be processed and the application fee will be forfeited. Do not attempt to complete the tax credit portion of this application without reading the Procedural Manual, and Section 42 of the Internal Revenue Code.

The Multifamily Application is organized and is to be completed as follows:

Application Form:

- 1) Sections I through VIII consist of project and developer information, income and expenses, development costs and funding requirements. These sections are to be completed by ***all applicants***.
- 2) Sections IX through XI contain additional information specific to Housing Tax Credits. If applying for Housing Tax Credits, complete Sections I through XI of the Application Form. Additional documentation is required for the HTC program and this is outlined in the HTC Procedural Manual. In some cases the submissions and forms outlined in the HTC Procedural Manual may be identical to the submissions and forms described below. These submissions and forms do not need to be duplicated.

Tabbed Sections:

- 1) Tab A consists of narrative information. This section is to be completed by ***all applicants.***
- 2) Tab B contains submittal requirements. The submittals in this section are required of ***all applicants.***
- 3) Tab C contains forms that are to be completed and submitted by ***all applicants.***
- 4) Tab D contains additional narrative, submittals and forms required for proposals consisting of housing with supportive services, or housing proposals for the homeless or near homeless. This section is to be completed for only those types of proposals.
- 5) Tab E contains the additional narrative, submittals and/or forms requirements for the following sources of funding with additional requirements:
 - a. Innovative and Inclusionary Housing Program, **and** Inclusionary Housing Account
 - b. Economic Development and Housing Challenge Program
 - c. Metropolitan Housing Opportunities Program (MHOP/Hollman)
 - d. Rental Assistance Programs

Please complete the applicable section if interested in one of these sources of funding.

- 6) Applications for funding from the Multifamily RFP and/or Housing Tax Credits will be evaluated based upon the information contained in this application form and required attachments. While application materials should be comprehensive, they should be presented in a clear and concise manner.
- 7) It is very important that the applicant follow the order of the application and corresponding tabbed sections. The submissions should be separated by index tabs with corresponding numbering. **DO NOT** submit applications in three ring binders or with plastic casing around the pages. Submissions should be bound only by staples, binder clips, or rubber bands.