

## CREATING A PDF COPY OF THE APPLICATION

### I. What do I need to submit?

Applicants should submit all application materials in electronic format only.

There should be individual files saved to 1 or more CDs and should include the following:

1. Application For Reservation – the active Microsoft Excel workbook
2. A PDF file which includes the following:
  - Application For Reservation – Signed version of hardcopy
  - All application attachments (i.e. tab documents, excluding market study and plans & specs)
3. Market Study – PDF or Microsoft Word format
4. Plans - PDF or other readable electronic format
5. Specifications - PDF or other readable electronic format (may be combined into the same file as the plans if necessary)
6. Unit-By-Unit work write up (rehab only) - PDF or other readable electronic format

**Notes: - Do not submit any files on a flash drive.  
- Do not submit any application materials via  
TaxCreditApps@VHDA.com or to any email address unless  
specifically requested by the VHDA Allocation Department  
staff.**

Do not include the following:

Any attachments to 8823's  
Additional copies of 8609's – only need 1 per development per year  
Any documentation with personal SS #'s – Tenant Info.  
Rent Rolls – Tenant Info.  
Vacancy Listing – Tenant Info.  
Appraisals  
Environmental – Phase I Assessments

### II. How do I create the pdf copy?

Print the final Reservation Application, sign it, and assemble documents in order being sure to include the Tab identifier sheets below. Scan on office scanner or at your local copy/printing store. Save scanned copy as a pdf file to a disk(s).

### III. Tips

You will need Acrobat Reader to open and review your pdf files. Acrobat Reader is free to anyone wanting to download it. Simply click on the following link and then follow the site instructions.

<http://www.adobe.com/products/acrobat/readstep2.html>