Qualified Contract Request - Preliminary Application

Please complete and return with the required documentation to:

Virginia Housing Development Authority
601 S. Belvidere Street
Richmond, VA 23220

Please Direct Questions to: Stephanie Flanders, Associate Tax Credit Allocation Officer
Phone: 804-343-5939
Email: Stephanie.flanders@vhda.com

1. **Name and address of project:**
   
   Project Name
   Street
   City, State, Zip

2. **Information on partners in the ownership entity:** *(please list any additional partners on an attachment)*
   
   Name
   Street
   City, State, Zip
   Phone Number
   General Partner
   Limited Partner

   Name
   Street
   City, State, Zip
   Phone Number
   General Partner
   Limited Partner

   Name
   Street
   City, State, Zip
   Phone Number
   General Partner
   Limited Partner

3. **Project details:**
   
   a) How many buildings are in the project? _______

   b) What are the dates that each building was placed in service and the first year in which it claimed credits? Please provide copies of original 8609’s for each building. *(Please list information on additional buildings on an attachment.)*

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<th>Building Identification No. (BIN)</th>
<th>Placed In Service Date</th>
<th>1st Year Credits Claimed</th>
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c) Does the Extended Use Agreement reflect that the owner may request that VHDA present a Qualified Contract?  □ Yes  □ No

d) Is the project mixed income (contains unrestricted units)?  □ Yes  □ No

e) Does the partnership agreement or other legal documentation grant any form of preference for purchasing the project? (For example, a right of first refusal granted to a nonprofit partner.)  □ Yes  □ No  If yes, please provide the relevant documentation and information on the individual or entity holding such right.

Name
Address 1
Address 2
City, State, Zip
Phone Number

f) The owner has obtained a waiver of the above option or right of first refusal?  □ Yes  □ No  If yes, attach copy of waiver.
If no, explain.

4. Noncompliance:

a) Has the project been cited for any violations that have required an 8823 to be filed with the IRS that remain uncorrected?  □ Yes  □ No  If yes, please state the nature and date of the violation (include copies of all uncorrected 8823s).

<table>
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<th>Nature of Violation</th>
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b) Does the property currently rate unsatisfactory under VHDA’s Inspection Process for Evaluating Performance by Owners and Managers? □ Yes □ No
If no, explain. __________________________________________________________

__________________________________________________________

b) Does the property currently meet the basic physical compliance standards that are necessary to claim credits? □ Yes □ No
If no, explain. __________________________________________________________

__________________________________________________________

5. Affordability Restrictions:

a) Is the project subject to additional affordability restrictions due to loan agreements (i.e. USDA Rural Development, state/local funding, etc)? □ Yes □ No
If yes, please submit copy of loan agreement.

b) Does the property have project based rental assistance? □ Yes □ No
If yes, how many years beyond the compliance period must the project maintain affordability restrictions?

6. Property Operations:

a) Has the property operated with negative cash flow for at least the 12 months prior to filing the QC request? □ Yes □ No
If yes, provide audited financials detailing the property’s negative cash-flow.

(b) If no, what necessitates the need to be released from the extended compliance period?

I certify, to the best of my knowledge and belief, that all factual information provided herein or in connection herewith is true and correct and that I will at all times indemnify and hold harmless the Authority and its assignees against all losses, costs, damages, the Authority’s expenses, and liabilities of any nature directly or indirectly resulting from, arising out of, or relating to the Authority’s acceptance, consideration, approval, or disapproval of this Application. I understand and agree that the one-year period during which the Authority may offer a contract will not begin until the Authority receives the final application and all supporting documentation required therein to include the following:

a) first year 8609’s showing Part II completed,
b) annual partnership federal tax returns for all 15 years of operation since the start of the credit period (“all years”),
c) annual project financial statements for all years,
d) loan documents for all secured debt during the credit period,
e) partnership agreement (original, current and all interim amendments).

__________________________________________________________

Owner 

By: 

Signature 

Printed Name of Signatory 

2018