NOTE TO LOCALITY: Any change in this form letter may result in a reduction of points under the scoring system.

NOTE TO DEVELOPER: You are strongly encouraged to submit this form to the appropriate local official at least three weeks in advance of the application deadline to ensure adequate time for review and approval.

General Instructions:

1. This form may be included with application (at Tab I).

2. This form must be submitted under the locality’s letterhead.

If you have any questions, please call the Tax Credit Allocation Department (804) 343-5518.
DATE:

TO:    Virginia Housing Development Authority
       601 South Belvidere Street
       Richmond, Virginia 23220
       Attention: JD Bondurant

VHDA Tracking Number:  
Name of Development:  
Name of Owner/Applicant:  

The construction or rehabilitation of (NAME OF DEVELOPMENT) and the allocation of federal housing tax credits available under IRC Section 42 for that development will help meet the housing needs and priorities of (NAME OF LOCALITY). Accordingly, (NAME OF LOCALITY) supports the allocation of federal housing tax credits requested by (NAME OF APPLICANT) for that development.

Yours truly,

CEO Name
Title