

**REQUEST FOR QUALIFIED CONTRACT CHECKLIST*****PLEASE FOLLOW INSTRUCTIONS FOR ELECTRONIC SUBMISSIONS*****AT <http://www.dca.ga.gov/housing/HousingDevelopment/programs/housingTaxCredit.as>*****2***

Please complete and return the required documentation and a check or certified funds for \$1,000 (non-refundable), payable to Georgia Housing and Finance Authority, to:

GA Department of Community Affairs  
Attn: HFDD- Qualified Contract  
60 Executive Park Dr So NE  
Atlanta, GA 30329

**REQUIRED DOCUMENTS:**

1. A Letter for Request (sample on DCA website)
2. Copy of notice of eligibility to Request a Qualified Contract from DCA(prerequisite to Request)
3. Completed 15 Yr Contract Calculation Form and Schedules completed by, or reviewed with a certification of the accuracy of the computation in accordance with Sec. 42, by an independent CPA (Form located on DCA website)
4. A brief property description that includes the number of residential units, HC units, the unit mix, any other regulatory agreements that will continue to impact the operations, the property amenities and positive locational factors; this may be used for advertising
5. Copies of any other regulatory agreements that will continue to impact the operations of the property
6. All Land Use Restrictive Covenants;
7. Waivers of all rights of First Refusal;
8. Color photographs of the Property, including the interior and exterior of representative apartment units and buildings, and the Property amenities and grounds.
9. A copy of any ground leases or reciprocal agreements related to the property
10. A current rent roll.
11. Annual partnership tax returns for all years of operation since the start of the Compliance Period ("all years");
12. Annual property financial statements for all years (audited, if available);
13. Loan documents (promissory note, mortgage or deed of trust, loan agreement and current balance) for all secured debt during the Compliance Period;
14. Actual Capital Contribution Schedule (include date of contribution)

15. Partnership agreement (original, current, and all interim amendments);
16. Physical needs assessment for the entire property;
17. Appraisal for the entire property (must be in accordance with USPAP Appraisal guidelines by a State certified general appraiser, not under active suspension or revocation or on the Excluded Parties Lists System maintained by the GSA at [www.epls.gov](http://www.epls.gov))
18. Phase I environmental (and Phase II, if necessary) and
19. Title report