

# Tab A:

Partnership or Operating Agreement, including  
Org Chart with percentages of ownership interest

# **Tab B:**

Virginia State Corporation Commission Certification  
(MANDATORY)

# **Tab C:**

Syndicator's or Investor's Letter of Intent  
(MANDATORY)

# **Tab D:**

Any Supporting Documentation related to List of LIHTC Developments (Schedule A)

# **Tab E:**

Site Control Documentation & Most Recent Real  
Estate Tax Assessment (MANDATORY)

# **Tab F:**

RESNET Rater Certification (MANDATORY)

# **Tab G:**

Zoning Certification Letter (MANDATORY)

# **Tab H:**

Attorney's Opinion (MANDATORY)



# Tab I:

## Nonprofit Questionnaire (MANDATORY for points or pool)

NOTE: The following documents need not be submitted unless requested by Virginia Housing:

- Nonprofit Articles of Incorporation
- IRS Documentation of Nonprofit Status
- Joint Venture Agreement (if applicable)
- For-profit Consulting Agreement (if applicable)

# **Tab J:**

Relocation Plan and Unit Delivery Schedule  
(MANDATORY-Rehab)

# Tab K:

Documentation of Development Location:

# Tab K.1

Revitalization Area Certification

# **Tab K.2**

Surveyor's Certification of Proximity to  
Public Transportation using Virginia  
Housing template

# Tab L:

PHA / Section 8 Notification Letter

# Tab M:

Intentionally Blank

# Tab N:

Homeownership Plan



# **Tab O:**

Plan of Development Certification Letter

# Tab P:

Zero Energy or Passive House documentation for  
prior allocation by this developer

# **Tab Q:**

Documentation of Rental Assistance, Tax Abatement  
and/or existing RD or HUD Property

# **Tab R:**

Documentation of Utility Allowance calculation

# **Tab S:**

Supportive House Mandatory  
Certification and Documentation

# **Tab T:**

Funding Documentation

# **Tab U:**

Acknowledgement by Tenant of the availability of Renter  
Education provided by Virginia Housing

# **Tab V:**

Nonprofit or LHA Purchase Option or Right of First  
Refusal



# **Tab W:**

Internet Safety Plan and Resident Information Form

# **Tab X:**

Marketing Plan for units meeting accessibility  
requirements of HUD section 504

# **Tab Y:**

Inducement Resolution for Tax Exempt Bonds

# **Tab Z:**

Documentation of team member's Diversity, Equity  
and Inclusion Designation or Veteran Owned Small  
Business certification

# **Tab AA:**

Priority Letter from Rural Development

# **TAB AB:**

Social Disadvantage Certification or Veteran  
Owned Small Business Certification