

MULTIFAMILY LOAN APPLICATION SUBMISSION CHECKLIST

Please follow and use this checklist in completing your application package. Your application will be considered incomplete if any required item is missing. Further review will not resume until missing items are received.

- Nonrefundable Loan Application Fee: \$250 for projects of 24 units or less and \$500 for projects of 25 units or more. Must submit the Fee Remittance Form found within this packet.
- The Universal Loan Application (Excel found at WHEDA.com), with the WHEDA Loan Signatures tab executed
- Provide an organization chart for the proposed ownership entity showing the number and type of entities, along with the names of the individuals in each type of entity, including their ownership percentages and their role in the transaction. Provide TIN of any already formed entities.
- Capital Needs Assessment Report (existing properties only). See WHEDA's CNA requirements on WHEDA.com.
- At least 4 Color photographs of the site itself and adjacent land uses from all directions. Also include all applicable street views
- Evidence of site control: A signed and accepted copy of an option, an unexpired contract for purchase or a copy of the deed if title has already been transferred. Terms of the sale (such as price, seller financing, etc.) should be specified. (Options must extend at least 120 days beyond the application submission date.) All forms of site control must include a complete legal description of the property (per address for scattered site projects)
- Provide Financial Statements
 - a. Personal Financial Statements for Developer and any individual with a 20% or greater ownership in the ownership entity or its managing member, and any proposed guarantor. Statements must be submitted on a WBA or bank generated form, and must be signed and dated with 90 days of the application date.
 - b. Also, last three years' audited or reviewed Financial Statements for the development company entity, or its managing member.
- Conceptual drawings: sketches of site plan and building layout, if available.
- Construction draw schedule for construction loans (Tab 18. Construction Draw Schedule must be completed)
- Market Study prepared by a WHEDA-approved market study provider (not required for developments with 24 or fewer units, or existing developments with operating history).
- Appendix A: RCAC's (Residential Care Apartment Complexes) and CBRF's (Community Based Residential Facilities) have additional submittal requirements and underwriting criteria. Applicants should submit adequate documentation as described in Appendix A.

WISCONSIN HOUSING AND ECONOMIC DEVELOPMENT AUTHORITY

FEE REMITTANCE FORM

Housing Tax Credit Program and Multifamily Loan Financing Program

COMPLETE & SUBMIT WITH FEE PAYMENT

Ownership entity: _____

Application number: _____

Development name: _____

Development city: _____

FEE TYPE:

21	Housing Tax Credit Application Fee	<input type="checkbox"/>	Multifamily Loan Application Fee	<input type="checkbox"/>
	Reservation Fee	<input type="checkbox"/>	Appraisal Fee	<input type="checkbox"/>
	Carryover Allocation Fee	<input type="checkbox"/>	Market Study Fee	<input type="checkbox"/>
	Reissue Fee	<input type="checkbox"/>	Loan Structuring Fee	<input type="checkbox"/>
	Tax-Exempt Tier 1 Fee	<input type="checkbox"/>	Loan Origination Fee	<input type="checkbox"/>
	Tax-Exempt Tier 2 Fee	<input type="checkbox"/>	Loan Extension Fee	<input type="checkbox"/>
	Tax Credit Extension Fee	<input type="checkbox"/>	Interest	<input type="checkbox"/>
	8609 Fee	<input type="checkbox"/>	Escrow	<input type="checkbox"/>
	Other:	<input type="checkbox"/>	Legal Fee	<input type="checkbox"/>

For WHEDA Use Only

Amount received: _____

Amount due: _____

Date received: _____

Initials: _____

WHEDA MULTIFAMILY LOAN APPLICATION Appendix A

Assisted Living (RCAC & CBRF) Underwriting Guidelines

In order to address risk associated with assisted living developments, WHEDA has developed the following loan underwriting guidelines. These may be more stringent than standard loan terms associated with specific funding sources/term sheets.

Additional submittal requirements:

<i>Owner Experience</i>	Must demonstrate five years <u>of significant</u> development <u>and/or management</u> experience in providing services to the elderly in similar or related business
<i>Management</i>	Management may be provided by borrower or through third party contract. Must demonstrate five years <u>of significant administrative and management</u> experience in providing services to the elderly in similar or related business; must be experienced in providing personal care (ADL) and other services (IADL) to elderly
<i>Medicaid/Family Care</i>	<ul style="list-style-type: none"> • Describe the waiting list for Medicaid waiver services and/or the existence of Family Care in the county • Describe expected number of Medicaid/Family Care eligible residents • Describe monthly average service charge for Medicaid eligible resident (if different than private pay residents). • Document Medicaid reimbursement rates from the county if Medicaid/Family Care is an expected service funding source • All Applicants must submit a letter of support from the county if Medicaid/Family Care is an expected service funding source.
<i>Services</i>	<ul style="list-style-type: none"> • Describe the target population and the services being proposed. • Describe the monthly service fee structure (i.e. bundled, ala carte, etc.) • Provide separate proformas for rental income/expenses and service related income and expenses. Provide assumptions

Special underwriting criteria:











<i>Design</i>	RCACs must have full kitchens with full size refrigerator, stove/oven.
<i>Regulation</i>	RCACs must be certified by the state of Wisconsin
<i>Loan-to-Value Ratio</i>	Up to 80% of appraised value, market or investment value determined by an appraisal contracted by and acceptable to WHEDA
<i>Debt Service Coverage/Vacancy</i>	Minimum 1.40 DCR; a minimum 10% vacancy factor will be applied to rental and service income
<i>Market Absorption</i>	Typically assume maximum of 2 units per month
<i>Operating Deficit Escrow</i>	Typically sized 6 months of expected total operating expenses (not including replacement reserve), funded at closing.
<i>Lease-up Deficit Escrow</i>	Typically minimum 6 to maximum 12 months of expected total operating expenses (not including replacement reserve), funded at closing. Subject to underwriter review of absorption/operating assumptions.

MULTIFAMILY LOAN CHECKLIST
















Loans Greater than \$500,000

This checklist is to help you understand the documents that will likely be required for our loan and closing process.








LOAN CLOSING DOCUMENTS

-  WHEDA contracted independent Appraisal and/or Market Study
-  Management plan/profile; Marketing plan
-  Management agreement
-  **Non-Profit only:** Any supporting documentation of PILOT exemption
-  Evidence of permissive zoning: A letter or other evidence from the appropriate local governmental body indicating that the project meets local zoning requirements for number and type of units
-  Phase I Environmental Audit
-  Evidence of Insurance
-  Proof of management entity fidelity bond
-  ACH Authorization
-  Cost Certification

ARCHITECTURAL DOCUMENTS

-  Certified property survey
-  Preliminary drawings and outline specifications:
 - building floor plan
 - principal exterior elevation
 - wall section, minimum 1/2" scale noting materials
 - cost estimates of major divisions of work
 - typical floor plan 1/8" scale
 - outline of building materials and systems
-  Topographical site survey
-  **Rehab only:** Detailed scope of rehabilitation work
-  Subsurface geotechnical (soils) reports
-  Final building construction (bid) design drawings:
 - site development and utility plans
 - foundation plans and details
 - door, window and furnishings schedules
 - mechanical systems plans, details and schedules
 - material and performance specifications
 - building structural and mechanical systems design calculations (heat loss)
 - floor plan 1/8" scale
 - enlarged plans of typical units
 - building section and details
 - finished material schedules
 - exterior building elevations
-  Local and/or state Wisconsin Commerce Buildings and Safety building plan review letters
-  Prime construction contracts
-  Final Construction trade breakdowns (schedule of values)
-  Design Architect's Opinion Letter including development interests and compliance with Fair Housing and Americans with Disabilities Act accessibility standards
-  Certificate(s) of substantial completion
-  Occupancy permits
-  Warranty documents of major building components
-  Mortgage "as built" survey
-  Supervisory Architect's Opinion Letter

LEGAL DOCUMENTS










-  Title Insurance commitment (full amount)
-  Letter of credit
-  Attorney's opinion letter
-  Resolution of borrower's organization
-  Organizational documents (i.e. partnership agreements, articles and bylaws, articles of organization, operating agreement) and if a 501(c)(3), IRS documentation of tax-exempt status (for existing entities)
-  State licenses (where applicable; e.g., CBRF operators)
-  Zoning & Floodplain letters

MULTIFAMILY LOAN CHECKLIST












Loans less than \$500,000

This checklist is to help you understand the documents that will likely be required for our loan and closing process.







LOAN CLOSING DOCUMENTS

-  WHEDA contracted independent Appraisal and/or Market Study
-  Management plan/profile; Marketing plan
-  Management agreement
-  **Non-Profit only:** Any supporting documentation of PILOT exemption
-  Evidence of permissive zoning: A letter or other evidence from the appropriate local governmental body indicating that the project meets local zoning requirements for number and type of units
-  Evidence of Insurance
-  Proof of management entity fidelity bond
-  ACH Authorization
-  Cost Certification

ARCHITECTURAL DOCUMENTS

-  Certified property survey for new construction, copy of platmap for existing projects
-  **Rehab only:** Detailed scope of rehabilitation work
-  Final building construction (bid) design drawings:
 - site development and utility plans
 - foundation plans and details
 - door, window and furnishings schedules
 - mechanical systems plans, details and schedules
 - material and performance specifications
 - building structural and mechanical systems design calculations (heat loss)
 - floor plan 1/8" scale
 - enlarged plans of typical units
 - building section and details
 - finished material schedules
 - exterior building elevations
-  Local and/or state Wisconsin Commerce Buildings and Safety building plan review letters
-  Prime construction contracts
-  Final Construction trade breakdowns (schedule of values)
-  Design Architect's Opinion Letter including development interests and compliance with Fair Housing and Americans with Disabilities Act accessibility standards
-  Certificate(s) of substantial completion
-  Occupancy permits
-  Warranty documents of major building components
-  Supervisory Architect's Opinion Letter

LEGAL DOCUMENTS

-  Title Insurance commitment (full amount)
-  Letter of credit
-  Resolution of borrower's organization
-  Organizational documents (i.e. partnership agreements, articles and bylaws, articles of organization, operating agreement) and if a 501(c)(3), IRS documentation of tax-exempt status (for existing entities)
-  State licenses (where applicable; e.g., CBRF operators)
-  Zoning & Floodplain letters