



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.)*

Building Identification No. (BIN)	Placed In Service Date	1 st Year Credits Claimed

- b) Does the property currently rate unsatisfactory under VHDA's Inspection Process for Evaluating Performance by Owners and Managers? Yes No

If no, explain. _____

- c) 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 assigns 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 _____

Date _____