SRDP Exhibit 13 Placed in Service Application Checklist

This Application Package Checklist must be submitted with the Placed-In-Service Application.

Project Name: _____   County: _____

Please check off each category for which documents are submitted or mark as N/A.

Tab	Document	Comments	Initial
1	**Placed-In-Service Application**	All required signatures must be originals. Faxes will not be accepted.	
2	**Placed-In-Service Application Checklist**	Placed-In-Service Checklist.	
3	**Final SRDP Draw Requests**	Final SRDP-15A Request For Payment of HOME Funds with the associated SRDP-15B Draw Summary Form for HOME Funds. Include all appropriate documentation to support payment request.	
		Final SRDP-15A Request For Payment of NHTFs with the associated SRDP-15B Draw Summary Form for NHTFs. Include all appropriate documentation to support payment request.	
		Final SRDP-15A Request For Payment of SCHTFs with the associated SRDP-15B Draw Summary Form for SCHTFs. Include all appropriate documentation to support payment request.	
4	**Cost Information**	Cost Certification performed by an independent, third party, licensed CPA.	
		Current applicable Utility Cost Estimate.	
5	**Rent Roll**	Certified Rent Roll for both new construction and rehabilitation projects.	
6	**Permanent Financing Information**	Permanent Loan Documents-(Executed Documents detailing Terms of Permanent Financing)	
		Other Commitments/Executed Funding Documents.	
7	**Completion Information**	Certificate(s) of Occupancy - For both new construction and rehabilitation projects, the Authority requires that all units in all buildings be 100% complete and available for immediate occupancy.	
8	**Unit Designation**	SRDP-14 Unit Designation Form	

If, upon the submission of the SRDP Placed-in-Service Application, it is determined that the project is not substantially the same as the project described in the Initial SRDP Application, the project will not receive the balance of the SRDP funds awarded. It is expected that projects to which SRDP funds were awarded will be the same as the projects that are placing in service.