

**APPENDIX I- Preliminary Checklist of Items Expected to be Requested of Selected Development Team**

**(THIS IS NOT A CHECKLIST FOR THE RFQ SUBMISSION!)**

<b>Information Required for TOD Steering Committee Approval of Development Team</b>		
1.1	Project Resume of Developer entity	
1.2	Developer Entity articles and by-laws/operating agreement	
1.3	Certified or audited financial statement including most recent fiscal year balance sheet and profit and loss statement	
1.4	Schedule of real estate owned including current DSC and Occupancy of properties	
1.5	Project Resume of General Contractor	
1.6	Proposed management company resume and schedule of properties under management	
<b>Information required for Executing DDA, PSA &amp; TOD Easement</b>		
2.1	Market study	
2.2	Final floor plans, site plans & elevations	
2.3	Land Use Approval	
2.4	Construction contract	
2.5	LIHTC Application (if applicable)	
2.6	LIHTC Award Letter (if applicable)	
2.7	Financing Agreements for debt and equity	
2.8	Final sources and uses	
2.9	Building permit	
<b>Information required for Release of TOD Funds</b>		
3.1	Documentation of required construction progress <ul style="list-style-type: none"> <li>• Shell completion (TOD program staff to verify via site visit)</li> <li>• Certificate of Occupancy</li> </ul>	
3.2	Monthly construction monitoring reports as of date of construction benchmark (for draws during construction period)	
3.3	Conditional lien releases effective date of shell completion (for draws during construction period)	