

## Exhibit A: Application Checklist

Directions: Utilize this checklist to demonstrate that all items below are included in your application, either as a part of it or attached.	Check
1. Exhibit A: Application Checklist	
2. Exhibit B: Property Request Form	
3. Exhibit C: Example Development Budget(s)	
4. Exhibit D: Development Budget & Sources	
5. Exhibit E: Development Timeline	
6. Exhibit F: Plan for the Utilization of DBE's	
7. Exhibit G: Conflict of Interest Statement and Certification	
8. Market Research Supporting Documents (as described in Part II of the application)	
9. Marketing Plan (as described in Part II of the application)	
10. Organizational Documents	
a. 501(c) (3) letter (IRS), if non-profit	
b. Articles of Incorporation/ Certificate of Organization, etc.	
c. Bylaws/ Operating Agreement/ Partnership Agreement	
d. Current list of Board of Directors and Officers	
e. An entity organizational chart reflecting proposed structure of Applicant	
11. Vitae or portfolio summary for Lead Developer	
12. Commitment Letters and term sheet for <u>each</u> funding source referenced in Ex D.	
13. Audited financial statements for the most recent three (3) years from the parent/sponsor organization, unaudited financial statements may be substituted where audited financials are unavailable.*	
14. Three References (as described in Part I of the application)	

\* Where unaudited financials are used additional documentation will be required by NORA/NORU before a loan is made – e.g. signed federal tax returns from the owner/principal and/or parent/sponsor, etc