

document compliance checklist

Document Checklist			
Applicant	Status of Request		Submitted
Letter of Intent	Required		Yes No
Application for Funding	Required		Yes No
Certificate of Incorporation	Required		Yes No
Current Constitution and By-laws	Required		Yes No
Annual Report	Required		Yes No
Current Board membership list	Required		Yes No
Audited financial statements-last two years	Required		Yes No
Property	Status of Request		Submitted
Appendix 1 – Capital costs budget	Required		Yes No
Level 1 environmental assessment report	Required		Yes No
Property appraisal and/or market analysis report	Required		Yes No
Offer to purchase		If applicable	Yes No
Construction	Status of Request		Submitted
Construction quotation with Contractor qualifications	Required		Yes No
Real property report	Required		Yes No
Schematics of property i.e. site plan	Required		Yes No
Concept drawings		If available	Yes No
Pictures of property and / or building		If available	Yes No
MLS listing		If available	Yes No
Renovations	Status of Request		Submitted
Condition analysis report for bldgs 25+years)		If applicable	Yes No
Cost estimate on renovations & Contractor qualifications		If applicable	Yes No
Tenant displacement plan		If applicable	Yes No
Project	Status of Request		Submitted
Appendix 3 - Partnership declaration		If applicable	Yes No
Letters of confirmed funding contributions		If applicable	Yes No
Letters of confirmation of partnerships		If applicable	Yes No
Supporting documentation on legal/financial obligations, agreements, etc.		If applicable	Yes No
Supporting documentation on community need		If available	Yes No
Evidence of Community awareness	Required		Yes No
Letters of confirmed community and/or public support		If available	Yes No
Appendix 4-Document Compliance Checklist	Required		Yes No
HPS Sustainability Checklist	Required		Yes No

**Note: Inability to provide complete documentation may delay consideration.**