

## **Exhibit F**

### **Checklist**

This checklist is a summary of the required procedures and/or documents for the Developer's submittal of a valid incentive request. To expedite the review and payment process, it is recommended that the company requesting an incentive payment submit all required documents on this list. This sheet is for your convenience and is intended to assist in processing an incentive payment.

#### ***Required Procedures/Documents***

<b>Capital Investment Documentation</b>		<b>Attached</b>
Contractor's Certification or other third-party documentation verifying total investment	Section 5.1	
<b>Incentive Loan Documentation</b>		
The Project has been completed, and 25% of the Residential Units of the Project are occupied (i.e., 54 of the 214 Residential Units of the Project are occupied)	Section 4.1 (a)	
Property Inspection by Project Manager	Section 4.1 (b)	
Certificate of Completion has been acquired	Section 4.1(a)	
<b>Annual Affordable Housing Documentation</b>		
Documentation that all 214 units at the Property are set aside and offered on the market as qualified affordable housing units as defined in Exhibit A	Section 4.1 (a); Exhibit A	
<b>City Financial System Documents</b>		
Vendor registration form, ACH direct deposit form, invoice summarizing data for payment		