



## Bond Program Application

### 1. Applicant

a. Business Structure:	Partnership                      Corporation
b. Name:	
c. Headquarters Address:	
d. Contact Person:	
e. Chief Executive Officer:	
f. Chief Financial Officer:	
g. Name of Directors or Partners:	Occupation
(1)	
(2)	
(3)	
(4)	
h. Leading Banking Relationship:	
Bank Name:	
Loan Officer's Name:	
Title:	
Telephone Number:	

**Applicant's Parent Corporation or Partnership (if any)**

a. Business Structure:	Partnership	Corporation
b. Name:		
c. Headquarters Address:		
d. Contact Person:		
e. Name of Directors or Partners:	Occupation	
(1)		
(2)		
(3)		
(4)		
(5)		
h. Leading Banking Relationship:		
Bank Name:		
Loan Officer's Name:		
Title:		
Telephone Number:		
Email Address:		

## 2. Proposed Project

Project proposed to be financed from proceeds of the bond issue, please provide the following information (a) through (o) for each project (if available at the time of the application).

a. Name:	
b. Address:	
c. Nearest Major Intersection	
d. Within corporate limits of what municipality?	
e. Number of Building	
f. Size of units (show range if applicable):	

Bedrooms	Number	Square footage	Total
1			
2			
3			
4			
Total			

a. Proposed Rental Rates (show range if applicable):

Bedrooms	Rents
1	
2	
3	
4	

Are utilities included in the Rent?    Yes                      No

b. Number of Acres in Project:	
c. Proposed Amenities:	
d. Type of Construction:	
e. Is proposed project site presently zoned for appropriately?	Yes                      No

**Note: If zoning for the project has not been approved, the Authority will not adopt an Inducement Resolution.**

Number of Affordable units:

Bedrooms	# Units	Rent Amount
1		
2		
3		
4		

f. How many jobs will be created as a result of this project, include types and estimated payroll?

Types	Number	Estimated Payroll

g. How much are the estimated local taxes (payroll taxes, real estate, and corporate income)?

h. Specify any other potential benefits to the inhabitants of the Richmond and the Commonwealth of Virginia, including economic, social, or other non-monetary benefits:

- i. Specify how this project will benefit other existing or proposed revitalization activities in this area.

**3. Other similar Projects Developed by Applicant or Parent.**

Give name, location and brief description of project, including name of permanent financing lender. If projects were financed with tax-exempt bonds, provide issuer name, Bond Counsel and Bond Underwriters (if any). Please provide this information on a separate sheet and attached to this Application.

#### 4. Applicant's Management Company or Fee Manager

Please provide the following information:

a. Business Structure:	Partnership	Corporation
b. Name:		
c. Headquarters Address:		
d. Contact Person:		
e. Chief Executive Officer:		
f. Chief Financial Officer:		
g. Management Company Directors or Partners:	Occupation	
(1)		
(2)		
(3)		
(4)		
(5)		
h. Leading Banking Relationship:		
Bank Name:		
Loan Officer's Name:		
Title:		
Telephone Number:		

- i. Provide name, location, and brief description of other projects managed by proposed management company. Please provide this information on a separate sheet and attached to this Application.
- j. Provide name, location, size of units, number of units, amenities, and rental rates of one or more multi-family rental facilities similar to proposed development. Please provide this information on a separate sheet and attached to this Application.

**5. Bond Issue Size Requested for Inducement Letter**



## 6. Preliminary Development Cost Budget

Provide a preliminary development cost budget showing projected sources and uses of funds:

### Sources of Funds:

A. Proceeds of Bonds		
B. Other (source):		
1.		
2.		
3.		
<b>*Total Funds</b>		

### Uses of Funds:

A. Financing Costs		
B. Land Acquisition		
C. Site Development		
D. Direct Structure		
E. Building Construction		
F. Permits/Fees, etc.		
G. Marketing		
H. Project Overhead		
I. Developer Fees		
J. Other		
1.		
2.		
3.		
<b>*Total Uses</b>		

**Note: Total Sources of Funds should equal Total of Uses of Funds.**

**7. Proposed Project/Bond Team:**

a. Bond Counsel	
(1) Firm Name:	
(2) Address:	
(3) Contact Person:	
(4) Telephone Number:	
(5) Email:	
b. Lender	
(1) Firm Name:	
(2) Address of Principal Office:	
(3) Address of Responsible Office:	
(4) Contact Person:	
(5) Telephone Number:	
(6) Email:	
c. Lender Attorney	
(1) Firm Name:	
(2) Address:	
(3) Contact Person:	

(4) Telephone Number:	
<b>d. Architect (if any)</b>	
(1) Firm Name:	
(2) Address:	
(3) Contact Person:	
(4) Telephone Number:	
<b>e. Engineer (if any)</b>	
(1) Firm Name:	
(2) Address:	
(3) Contact Person:	
(4) Telephone Number:	
<b>f. Feasibility Consultant (if any)</b>	
(1) Firm Name:	
(2) Address:	
(3) Contact Person:	
(4) Telephone Number:	

<b>g. Bond Underwriter</b>	
(1) Firm Name:	
(2) Address:	
(3) Contact Person	
(4) Telephone Number	
(5) Email:	
<b>h. Tax Credit Equity Investor</b>	
(1) Name:	
(2) Address:	
(3) Contact Person:	
(4) Telephone Number:	
(5) Email:	

**8. Security to be Provided to Bondholders**

Briefly describe security to be provided to bondholders (i.e., mortgage on project; credit enhancements, Housing Assistance Payments under Section 8 or HUD/FHA mortgage under 221(d)(4).

**9. Request for Section 8 Assistance**

Are you willing to set-a-side units for the Authority's Section 8 participants? If so, how many?

## 10. Attachments

- a. Site Plans
- b. Floor Plans
- c. Rendering
- d. Zoning and Zoning Variance Approval Letters
- e. Credit Enhancement Information (rating and commitment letter, etc.)
- f. Applicant/Parent/Guarantor Information (financial statements, resumes, etc.)
- g. Tax Credit Investor Information (financial statement, commitment letter, etc.)
- h. Management Company Information (financial statement, current projects managed)
- i. Project Proforma including 15-year projected cashflows.

## CERTIFICATION

The undersigned hereby certifies as to the foregoing Application for Inducement Letter, that:

1. All items as completed are true.
2. The undersigned has read and agrees to comply with the Authority's Guidelines and Policies.
3. The undersigned agrees to pay all costs and expenses of the Authority and the fees and disbursements of the Authority's counsel in connection with the authorization, issuance and sale of the bonds contemplated by this application.
4. An incomplete application will not be considered by the Authority.

Name:	
Title:	
Signature:	
Date:	