

Determinative Criteria

Application Submittal Checklist

This Checklist is to be used to document ownership transfer of any **Non FHA** Insured Mortgage with a Project Based Section 8 Housing Assistance Payments Contract.

Project Name: _____ Contract Number: _____

No.	Item	N/A	√
Section 1: Transaction			
1-1.	Purchaser's Narrative Included? <i>Generally, the narrative should not exceed 3 pages in length.</i> Does the Narrative: <ul style="list-style-type: none"> ✓ Briefly outline the financial details of the transaction? ✓ Introduce the proposed Owner and Agent? ✓ Provide a purchaser contact name, number and email? (This is the person that HUD will contact if there are questions regarding the submission.) 	<input type="checkbox"/>	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>
1-2.	Is the property subject to a Financial Adjustment Factor (FAF)? If yes, are the details of the FAF savings included? Enter Date Prepayment request transmitted to HUD Portland:	<input type="checkbox"/>	<input type="checkbox"/> <input type="checkbox"/>
1-3.	Appraisal submitted An appraisal is required if the property is subject to FAF or if the purchaser is requesting HUD to recognize additional debt service in future budgets. Appraisal based on As_Is market rents (not HAP rents). Sales Price based upon As_Is market rents . Mortgage underwritten at As_Is market rents .	<input type="checkbox"/>	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>
1-4.	Sources and Uses of funds relating to the transfer.	<input type="checkbox"/>	<input type="checkbox"/>
1-5.	Interim Unaudited Financial Statements for the property.	<input type="checkbox"/>	<input type="checkbox"/>
1-6.	Current financial statements for the purchaser.	<input type="checkbox"/>	<input type="checkbox"/>
1-7.	Pro forma operating budget for the property.	<input type="checkbox"/>	<input type="checkbox"/>
1-8.	Current assessment of the current physical needs of the property.	<input type="checkbox"/>	<input type="checkbox"/>
1-9.	If rehabilitation is proposed, a detailed description of the work to be done.	<input type="checkbox"/>	<input type="checkbox"/>
1-10.	If the purchaser is requesting HUD to recognize monthly deposits into a Reserve for Replacement account in future budget-based rental adjustments, documentation from the 3 rd party that describes the required monthly deposit and their requirements and procedures for draws on the account.	<input type="checkbox"/>	<input type="checkbox"/>
Section 2: Ownership			
2-1.	Organizational chart	<input type="checkbox"/>	<input type="checkbox"/>
2-2.	Previous Participation Certification-form HUD 2530 <ul style="list-style-type: none"> ○ Submitted through APPS with signature pages mailed to HUD -or- ○ Paper 2530 submitted to HUD project manager 	<input type="checkbox"/>	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>

No.	Item	N/A	√
Section 3: Management Agent			
	HUD approval of management fees is necessary per HB 4381.5 Rev-2, par. 3.8. for all Section 8 properties except for: <ul style="list-style-type: none"> • Profit-Motivated (PM) with AAF Rents • HUD Preservation projects with OCAF Rents (PM only) • HFA (883) Section 8 contracts with fees controlled by the HFA 	<input type="checkbox"/>	
3-1.	HUD Management Forms <ul style="list-style-type: none"> ○ HUD-9832, Management Entity Profile One of the following certifications: <ul style="list-style-type: none"> ○ HUD 9839-A, Project Owner's Certification for Owner-Managed Projects ○ HUD 9839-B, Project Owner's Certification for Identity of Interest or Independent Management Agents ○ HUD-9839-C, Project Owner's/Borrower's Certification for Elderly Housing Projects Managed by Administrators 	<input type="checkbox"/> <input type="checkbox"/>	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>
3-2.	Previous Participation Certification-form HUD 2530 <ul style="list-style-type: none"> ○ Submitted through APPS with signature pages mailed to HUD ○ Paper 2530 submitted to HUD project manager 		<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>
Section 4: Contract			
4-1	Assignment and Assumption of the HAP		<input type="checkbox"/>
4-2	If applicable, explanation of status of HFA prepayment request	<input type="checkbox"/>	<input type="checkbox"/>
4-3	Old Reg Contract: _____ New Reg Contract: _____		<input type="checkbox"/>
4-4	Current Contract Expiration Date: _____		
4-5	Proposed Effective date of New Contract: _____		
4-6	If requesting a contract (or comfort letter) that exceeds 5 years, a separate letter that details the need and benefits of a long-term contract. Length of contract: ____ Years	<input type="checkbox"/>	<input type="checkbox"/>

HUD Processing Timeframes:

- 5 Business days from receipt of the package HUD verifies whether the DC package is complete. During this time, if any of the required items are not included, HUD notifies the purchaser via e-mail of the incomplete package deficiencies.
- Once a complete package is received, the HUD Program Center has 30 days to complete the DC review.
- If the package requires HQ approval (FAF proposals for example) the 30 day clock may be extended pending receipt of HQ's response. If the PM is unable to elicit a response from HQ's within 10 business days of HQ's receiving the submission, then management intervention, starting with the Program Center Director, may be necessary to obtain HQ's approval.
- If the purchaser is required to submit amended documentation for reasons out of their control after the receipt date, 10 additional days will be added to Program Center's processing time. (An example would be if the interest rates changed after the final submission.)