

AHP Disbursement Request Checklist for Rental Projects

This disbursement checklist provides a summary of items that your project may need to submit as support documentation for your AHP disbursement request. Not all items will apply. This checklist does not replace the details found in the Implementation Plan (I-Plan). Please refer to the I-Plan for all requirements and conditions associated with the submission of an AHP disbursement request.

Outstanding contingency items

AHP Retention Agreement

Draft required with initial disbursement request. Recorded copy required within 60 days or with the next disbursement request, whichever is earlier.

Recorded copy (Required if requesting the full AHP award or if not provided with your initial disbursement request)

Provide an explanation if the total development costs have increased more than 10%

Funding source documentation including but not limited to:

Construction loan(s)	Fundraising documentation
Permanent loan(s)	Owner equity
CBDG funding letters/agreements	Sponsor loan(s)
HOME funding letters/agreements	USDA
Development/Trust Fund	HUD
Donation letters/agreements	Other funding
Copies of cancelled checks for member donation	

Cost documentation

Architect contract	Most recent pay application (AIAG702/G703) and any change orders
Construction contract	
Consultant agreement	Paid invoices with copy of supporting cancelled checks (if no AIAG702/G703)
Developer agreement	
Other cost documentation	



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Acquisition documentation

Copy of appraisal

Copy of an up-to-date purchase agreement

Closing documentation

Copy of recorded deed(s) or an executed and current land/site lease

Copy of closing statement

Tax credit documentation

Copy of executed partnership agreement

Copy of state agency's award letter

Historic tax credit award letter

Tax credit syndication commitment letter

LIHTC application

LIHTC 10% carryover

Loan agreement for AHP, HOME, etc.

Final LIHTC application w/ cost certification

Permanent debt refinancing documentation (if AHP is going to be used to refinance)

A detailed description of how the sponsor intends to use the equity proceeds of the refinancing

Appropriate evidence that supports the proposed use of the refinance equity proceeds

Copy of note or loan agreement affecting the loan to be refinanced

Copy of loan pay-off letter from the existing lender

