

## **The Affordable Housing Fund for Fayette County Kentucky Application Checklist.**

A complete loan application package to the Affordable Housing Trust must include the following:

1. The completed application
2. The completed attachment A
3. Project or Business plan (include the following)
  - a. Market analysis.
  - b. Project description with emphasis on the impact the project is expected to have on the neighborhood as well as the need for funds from the Fayette County Affordable Housing Fund and how the development addresses affordable housing needs in Fayette County.
  - c. A Location Map identifying neighborhood amenities
  - d. Site photos showing front and rear of building (if applicable). If vacant land, pictures from the north, south, east and west.
  - e. An affordability analysis indicating the income level household that can afford the units at the proposed rent level.
  - f. Physical Needs Assessment, (if applicable).
  - g. Detailed description of rehabilitation plan, (if applicable)
  - h. A projected 15 year pro-forma
  - i. Detailed description of sources and uses of funds to acquire and complete development. Describe status of other proposed funds as to whether they are committed, applied for, or in initial discussions. Provide commitment letters for committed funds.
  - j. Post rehabilitation or new construction appraisal
  - k. Provide verification of site control and proper zoning as well as utilities available to the site.
  - l. Detailed timeline for completion of development.