THE HOUSING AUTHORITY
OF THE CITY OF ATLANTA, GEORGIA

HOUSING DEVELOPMENT AND PRESERVATION FINANCING BOND PROGRAM

Application Instructions

The Bond Program Application (the "Application") is for use by developers and owners who wish to participate in Atlanta Housing's multifamily rental housing bond program. Where items requested in the Application are not yet available or not applicable, please so state.

Summary of Authority Policies

- All Developments must meet the requirements of applicable federal and Georgia state law, including O.C.G.A. § 8-3-1 et seq.
- All publicly sold Bonds must be rated "A" or better by Standard & Poor's, Moody's, or Fitch. Unrated or sub-titled "A" Bonds must be privately placed in denominations of $100,000 or greater, accompanied by investment letters from all purchasers.
- The Development must increase the availability of quality affordable housing for persons of low or moderate income in the City of Atlanta.
- Developments are encouraged to support the economic development of Atlanta and surrounding communities.
- Supportive services guidelines must be met as established by Atlanta Housing in Part I of this Policy.
- Income and rent restrictions must apply for at least 15 years, regardless of when the Bonds are paid off or in the event of lender foreclosure.
- Applicants must demonstrate that private financing costs are not sufficiently low to allow rentals at rates affordable to low-to-moderate income persons.
- Three (3) years of financial statements for the Applicant, parent company, and/or Guarantor (preferably audited financials) must be submitted with the Application.
- Tax returns may required in the event of unaudited financial statements submitted.
- The Development site must be properly zoned before application, and no Application will be considered for a Development requiring an unapproved variance.
- A TEFRA Hearing will be coordinated with the applicable governmental unit prior to bond issuance.
- Bond Counsel must be selected from Atlanta Housing's Approved Bond Counsel List (Exhibit C) as it may be amended from time to time.
- The Fact Sheet (Exhibit D) must be completed and submitted with the Application.
- The Bond Loan Program Guidelines in Part I of this Policy govern in detail. Each Applicant is responsible for understanding and complying with the Guidelines.

Application Form

MULTIFAMILY BOND PROGRAM APPLICATION

The Housing Authority of the City of Atlanta, Georgia (Atlanta Housing)

Section 1. Applicant Information

Entity Type (Partnership / Corporation / LLC / Other):

_____

Legal Name of Applicant: _____

Principal Headquarters Address:

_____

Person to Contact:

Name	Title	Telephone
_____	_____	_____

Chief Executive Officer:

Name	Title	Telephone
_____	_____	_____

Chief Financial Officer:

Name	Title	Telephone
_____	_____	_____

Directors or Partners:

Name	Occupation
_____	_____

Name _____ **Occupation** _____

Primary Banking Relationship:

Bank Name: _____

Loan Officer Name _____ **Title** _____ **Telephone** _____

Section 2. Applicant's Parent Corporation or Partnership (if any)

Entity Type (Partnership / Corporation / LLC / N/A):

_____

Legal Name: _____

Headquarters Address: _____

Person to Contact:

Name _____ **Title** _____ **Telephone** _____

Chief Executive Officer:

Name _____ **Title** _____ **Telephone** _____

Chief Financial Officer:

Name _____ **Title** _____ **Telephone** _____

Directors or Partners:

Name _____ **Occupation** _____

Primary Banking Relationship:

Bank Name: _____

Loan Officer Name _____ **Title** _____ **Telephone** _____

Section 3. Proposed Development

Provide the following information for each project to be financed from Bond proceeds. Attach additional sheets as necessary.

Development Name: _____

Development Address: _____

Nearest Major Intersection: _____

Municipality/Jurisdiction (Atlanta, Unincorporated Fulton, DeKalb, etc.):

_____

County: _____

Number of Buildings: _____

Unit Mix:

Unit Type	Number of Units	Approx. Sq. Ft. Each	Proposed Monthly Rent
Efficiency/Studio			
1 Bedroom			
2 Bedroom			
3 Bedroom			
4 Bedroom			

Utilities Included in Rent (if any):

_____

Total Acres in Development: _____

Proposed Amenities: _____

Type of Construction (new construction / rehabilitation / acquisition-rehab):

_____

Zoning:

Is the proposed Development site presently zoned for multifamily residential use?

- Yes _____
- No _____ *

* NOTE: If the site is not properly zoned for multifamily use, Atlanta Housing will not adopt a Board Resolution.

Governmental Body Approving Zoning (if yes):

_____

Income-Restricted Unit Set-Aside Election:

Select one (check box):

- 20/50 Test: 20% of units rented to households at or below 50% of AMI _____
- 40/60 Test: 40% of units rented to households at or below 60% of AMI _____

Number of Income-Restricted Units by Type:

Unit Type	Number of Restricted Units	Income Limit (% AMI)
1 Bedroom		
2 Bedroom		
3 Bedroom		
4 Bedroom		

Estimated Jobs Created: _____

Estimated Real Estate Tax Base Increase:

_____

Section 4. Other Similar Projects Developed by Applicant or Parent

List all similar multifamily projects previously developed or currently owned by the Applicant or its parent. For each project, provide the name, location, brief description, and name of permanent financing lender. If previously financed with tax-exempt bonds, provide issuer name, Bond Counsel, and Underwriter (if any). Attach on a separate sheet.

Section 5. Applicant's Proposed Management Company

Entity Type (Corporation / Partnership / LLC):

_____

Management Company Name: _____

Headquarters Address: _____

Chief Executive Officer:

Name	Title	Telephone
_____	_____	_____

Directors or Partners:

Name	Occupation	
_____	_____	_____

Primary Banking Relationship:

Bank Name: _____

Loan Officer Name	Title	Telephone
_____	_____	_____

Provide, on a separate sheet: (a) the names and locations of other projects managed by the proposed management company; and (b) the name and location of one or more existing comparable multifamily rental developments currently under management that are similar in type, quality, size, and amenities to the proposed Development.

Section 6. Bond Issue Size

Total Bond Amount Requested ($):

_____

Section 7. Preliminary Development Cost Budget

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

Sources of Funds:

Bond Proceeds	$
Low Income Housing Tax Credit (LIHTC) Equity	$
Federal/State Grants (describe)	$
Seller Financing / Soft Loans	$
Deferred Developer Fee	$
Other (describe)	$
TOTAL SOURCES	$

Uses of Funds:

Land Acquisition	$
Site Development	$
Direct Construction Costs	$
Amenity Construction	$
Financing Costs (Bond issuance, origination)	$

Permits and Fees	$
Marketing	$
Project Overhead	$
Developer Fee and Related Company Fees	$
Reserves	$
Other (describe)	$
TOTAL USES	$

Note: Total Sources of Funds must equal Total Uses of Funds.

Section 8. Proposed Bond Issue Participants

(a) Bond Counsel (must be selected from Exhibit C — Approved Bond Counsel List)

Firm Name: _____

Address: _____

Contact Name	**Title**	**Telephone**
_____	_____	_____

(b) Lender (if loans-to-lenders financing)

Firm Name: _____

Address of Principal Office: _____

Address of Responsible Office: _____

Contact Name	**Title**	**Telephone**
_____	_____	_____

(c) Lender's Attorney

Name: _____

Address: _____

Contact Name	Title	Telephone
_____	_____	_____

(d) Trustee Bank

Name: _____

Address: _____

Contact Name	Title	Telephone
_____	_____	_____

(e) Developer's Counsel

Name: _____

Address: _____

Contact Name	Title	Telephone
_____	_____	_____

(f) Feasibility Consultant (if any)

Name: _____

Address: _____

Contact Name	Title	Telephone
_____	_____	_____

(g) Bond Underwriter (if any)

Name: _____

Address: _____

Contact Name	Title	Telephone
_____	_____	_____

(h) Tax Credit Equity Investor (if applicable)

Name: _____

Address: _____

Contact Name	**Title**	**Telephone**
_____	_____	_____

Section 9. Security to Be Provided to Bondholders

Briefly describe the security to be provided to bondholders (e.g., mortgage on the Development, letter of credit, HUD/FHA mortgage insurance under Section 221(d)(4), Housing Assistance Payments under Section 8, bond insurance, other credit enhancement):

_____

_____

_____

Section 10. Marketing to General Public

Are any of the Bonds to be marketed to the general public (i.e., sold in denominations of $5,000 or less)?

- Yes _____ (Bonds must be rated "A" or better — see Section 4.1 of Policy)
- No _____ (Bonds will be privately placed with Institutional Buyers — see Section 4.2 of Policy)

Section 11. Required Attachments

The following documents must be submitted with the Application. Check each item to confirm inclusion:

☐ Site Plans

☐ Floor Plans

☐ Architectural Rendering or Conceptual Plans

- [ ] Zoning Certificate and/or Zoning Variance Certificate
- [ ] Lender/Credit Enhancer Information (financial statements, rating, commitment letter)
- [ ] Applicant/Parent/Guarantor Information (3 years of financial statements, preferably audited; organizational charts; resumes of key principals)
- [ ] Tax Credit Investor Information (financial statements, commitment letter, if applicable)
- [ ] Management Company Information (financial statements and list of projects managed)
- [ ] Completed Public Notice — Exhibit B Form
- [ ] Completed Board Resolution Fact Sheet — Exhibit D
- [ ] Atlanta Housing Multifamily Bond Summary (see Exhibit D attachment)
- [ ] Management Agreement (subject to Authority approval)
- [ ] Purchase and Sale Contract (or evidence of site control)
- [ ] Developer Pro Forma Numbers (including bond sizing, LIHTC calculations if applicable, and 15-year projected cash flows)
- [ ] Evidence of Section 501(c)(3) status (if applicable)
- [ ] IRS Determination Letter (if 501(c)(3) applicant)
- [ ] Other (describe): _____

Application – Project Detail

Part 1. General Project Information

Project Name *Use the name that will appear on any other financing applications*		
Project Address(es) *Include ALL addresses associated with the Parcel(s) below*		
Project Parcel ID(s) *From the applicable County Assessor's records*		
Scope of Construction	☐ New Construction ☐ Acquisition/Rehabilitation ☐ Acquisition-Only	
Unit Count *Required for TEFRA Notice; may be approximate*		
Size and Use of Commercial Space *Use square feet; describe all tenants*		☐ N/A
Total Development Cost ("TDC") Estimate	$	TDC Per Unit: $
General Contractor		☐ Not yet selected – Proposed selection date:
Architect of Record		☐ Not yet selected – Proposed selection date:

Part 2. Project Sponsor and Borrower

Please identify the Project Sponsor and Borrower for the Project described in Part 1 of this Application Form.

Project Sponsor(s) *Include all partners/co-owners*		
Borrower *List the entity name exactly as it appears on the formation document (e.g., the certificate of limited partnership or articles of organization); required for TEFRA Notice*		☐ Not yet formed – Proposed formation date:
	Does/will the Borrower entity's ownership structure include a non-profit entity or an Atlanta Housing affiliate? ☐ Yes – Name and relationship: ☐ No	

Part 3. Proposed Financing Terms

Please provide the following information related to the proposed financing structure of the Program Issue.

Bond Type *Choose all that apply, provide other information (See §3 of the Manual)*	☐ 501(c)(3)	If checked, describe charitable purpose in IRS formation documents: ☐ "relief of the poor and distressed" ☐ "lessening the burdens of government" ☐ Neither – Specify: 501(c)(3) matches Borrower in Part 2 above? ☐ Yes ☐ No If no, explain:	
	☐ Governmental Purpose	If checked, proposed Governmental Borrower: Proposed governmental borrower matches Borrower in Part 2 above? ☐ Yes ☐ No If no, explain:	
	☐ Exempt-Facility	If checked, is volume cap allocated? ☐ Yes ☐ No If no, explain:	
	☐ Taxable	If checked: ☐ Entire issue ☐ Taxable tail only	
Debt Structure *Choose one and identify the associated lender, purchaser, or underwriter*	☐ Direct Loan *Also known as a "back-to-back loan" (See §4.2.6 of the Manual)*	Funding Lender:	☐ Structure not yet selected – Proposed selection date:
	☐ Private Placement *Bonds placed with a single investor or small group of investors in lieu of being offered for sale to the public (See §4.2.6 of the Manual)*	Private Purchaser:	
	☐ Public Issue *Bonds offered for sale to the public (See §4.2.5 of the Manual)*	Underwriter:	
Security *Choose all that apply (See §2.3.1 of the Manual)*	☐ Project Revenue Pledge ☐ Atlanta Housing General Revenue / General Obligation Pledge ☐ Credit Enhancement Pledge ☐ Other – Specify:		
Equity Investors *Choose all that apply*	☐ Low Income Housing Tax Credits (LIHTC)	Investor Name: ☐ Not yet selected – Proposed selection date:	

	☐ Historic Tax Credits (HTC)	Investor Name: ☐ Not yet selected – Proposed selection date:
	☐ New Markets Tax Credits (NMTC)	Investor Name: ☐ Not yet selected – Proposed selection date:
	☐ Other Equity – Specify Type:	Investor Name: ☐ Not yet selected – Proposed selection date:
	Are any of the above entities part of or affiliated with the Funding Lender or Private Purchaser? ☐ Yes ☐ No	
Issue Amounts *Provide the following dollar amounts for the Atlanta Housing-issued debt*	Tax-Exempt Debt: $	
	Taxable Debt (if applicable): $	
	Total Debt (Tax-Exempt + Taxable): $	
Interest Rate *As set at Closing*	☐ Fixed – Current rate estimate:	
	☐ Variable – Hedge provider and credit rating, if applicable (See §4.2.4 of the Manual):	
	☐ Terms not yet selected – Proposed selection date:	
Credit/Liquidity Enhancement	If structured as a Public Issue, provide Credit/Liquidity Enhancer name:	
	If structured as a Public Issue with no Credit/Liquidity Enhancement, review §4.2.5 of the Manual and explain:	
	☐ Enhancer not yet selected – Proposed selection date:	
	☐ N/A – Not a Public Issue	
Drawdown Structures *See §4.2.4 of the Manual*	Is the Issue a Drawdown Structure? ☐ Yes ☐ No	☐ Not yet determined – Proposed determination date:

Part 4. Proposed Affordability Structure

Please describe the proposed number of units and proposed tenant rents (maximum income limits for restricted units) by unit type. Use percentage of Area Median Income (AMI) as the income standard for all restricted units (See §3.1.9 of the Manual for more information).

Unit Type	# of Units	____% AMI	____% AMI	____% AMI	____% AMI	____% AMI	____% AMI	Market
SRO								
Studio								
1-Bedroom								
2-Bedroom								
3-Bedroom								
4-Bedroom								
5-Bedroom +								
Total								

Part 5. Proposed Timeline

After reviewing the sample issuance schedules in Attachment 10 of the Manual, please provide the following dates.

Site Control Secured *MM/DD/YYY*		☐ Approximate Date or ☐ Hard Deadline – Explain:
Volume Cap Allocation *MM/DD/YYY*	☐ N/A	☐ Approximate Date or ☐ Hard Deadline – Explain:
4% LIHTC Application Deadline (DCA) *MM/DD/YYY*	☐ N/A	☐ Approximate Date or ☐ Hard Deadline – Explain:
4% LIHTC Determination (GHFA) *MM/DD/YYY*	☐ N/A	☐ Approximate Date or ☐ Hard Deadline – Explain:
Closing Date *MM/DD/YYY*		☐ Approximate Date or ☐ Hard Deadline – Explain:
Construction/Rehabilitation Start Date *MM/DD/YYY*	☐ N/A	☐ Approximate Date or ☐ Hard Deadline – Explain:
Construction/Rehabilitation End Date *MM/DD/YYY*	☐ N/A	☐ Approximate Date or ☐ Hard Deadline – Explain:

Stabilized Occupancy Date (at least 90% occupancy for 90 days) *MM/DD/YYY*	☐ N/A	☐ Approximate Date or ☐ Hard Deadline – Explain:
Permanent Financing Conversion Date *MM/DD/YYY*	☐ N/A	☐ Approximate Date or ☐ Hard Deadline – Explain:

Part 6. Deposits and Retainers; Waiver Requests (External Applications Only)

Is the Borrower prepared to submit the following deposits and retainers?

Authority Deposit: $5,000 *See §4.7.7(A) of the Manual*	☐ Yes ☐ No, waiver requested – Explain:
Municipal Advisor Retainer: up to $6,500 See §4.7.3 of the Manual	☐ Yes ☐ No, waiver requested – Explain:
Bond Counsel Retainer: $10,000 per firm *See §4.7.3 of the Manual*	☐ Yes ☐ No, waiver requested – Explain:

Part 7. Attachments

Please attach the following files, except the check for the Authority Deposit, to the email in which this Application Form is submitted. Please submit the Authority Deposit check to the Program Manager at the following address: The Housing Authority of the City of Atlanta, Georgia, 230 John Wesley Dobbs Avenue, Atlanta, GA 30303-2429.

Project Description Template	*The Program Manager will provide a Word version of the template (an example of which is included in the Manual as Attachment 4) along with this Application Form. The finished template should be submitted to Atlanta Housing as an editable Word document.* Attached? ☐ Yes ☐ No – Explain:
Atlanta Housing Pro Forma Workbook	*The Program Manager will provide an Excel version of the workbook along with this Application Form.* Attached? ☐ Yes ☐ No – Explain:
Project Organizational Chart	*This chart must include the hierarchical relationships, ownership percentages, official names, entity types, and state of formation for all entities that have ownership and/or control interests in the Borrower entity as of Program Application submission or will have such interests as of Closing.* Attached? ☐ Yes ☐ No – Explain:
Draft Distribution List Template (External Applications Only)	*This document should include the contact information (including physical address, phone number, email address, and role in the transaction) for all known transaction parties as of Program Application submission. The*

	document should be submitted to Atlanta Housing as an editable Word document. Attached? ☐ Yes ☐ No – Explain:
Project Sponsor/Guarantor Information Form (External Applications Only)	*Project Sponsors must complete and attach the Project Sponsor/Guarantor Information Form (Manual Attachment 6), which describes the expected ownership and management structure of the Project after Closing and the experience of the Project Sponsor and any joint venture partners in managing similar affordable residential projects.* Attached? ☐ Yes ☐ No – Explain:
Deposit and Indemnification Agreement (External Applications Only)	*The Program Manager will work with OGC to provide a Word version of the agreement. A PDF of the executed agreement should be submitted along with this Application Form.* Attached? ☐ Yes ☐ No – Explain:
Project Review Deposit (External Applications Only)	*Has a check for $5,000 payable to the order of "The Housing Authority of the City of Atlanta, Georgia" (and referencing both the Project name and the words "Authority Deposit") been sent to the attention of the Program Manager pursuant to §4.7.7(A) of the Manual?* ☐ Yes ☐ No, because the Borrower is requesting a waiver of this requirement as described in Part 6 of this Application. ☐ No, other reason – Explain:

Part 8. Project Sponsor Certification (External Applications Only)

The party or parties* executing this certification on behalf of the Borrower entity or (if such entity is not yet formed) the Project Sponsor described in Part 2 of this Application Form (the "Signatory") hereby certifies that (1) the information provided in this Application Form is true and correct to the best of the Signatory's knowledge, (2) the Signatory is authorized to sign on behalf of the entity described in the 'Entity Name' box below, and (3) the Borrower or Project Sponsor, as applicable, agrees to adhere to the policies, procedures, terms, and conditions related to Issuance under the Program as described in the Manual and summarized in the issuance-specific term sheet included as Attachment 1 thereto, including (without limitation) provisions regarding fees, other costs of issuance, and indemnification.

Signature	
Name	
Title	

Date	

**Attach a signature page for additional signatures if necessary.*

Bond Project Description

Date	
Project Name	

Overview

The funds described in the "Financing Structure" section below will be used to finance the [acquisition and rehabilitation/development] of [Project Name], a [# OF UNITS]-unit multifamily housing project [located/to be located] at [ADDRESS INCLUDING ZIP] in the City of Atlanta, Georgia (the "Project"). [ADD ADDITIONAL OVERVIEW AS NECESSARY]

[Following rehabilitation/Upon completion], the Project will include approximately [TOTAL SQFT.] square feet of gross floor area, comprising [RESIDENTIAL SQFT.] square feet of residential area and [NON-RESIDENTIAL SQFT.] square feet of non-residential area. Non-residential spaces will include [LIST NON-RESIDENTIAL SPACES].

Total project costs, including the cost to acquire the land and [construct/rehabilitate] [existing/new] buildings, will be approximately [TDC], or [TDC/UNIT] per dwelling unit.

The project's residential unit distribution and income restrictions are expected to be as follows [ADJUST AS NECESSARY]:

Unit Type	# of Units	____% AMI	____% AMI	____% AMI	____% AMI	____% AMI	____% AMI	Market
SRO								
Studio								
1-Bedroom								
2-Bedroom								
3-Bedroom								
4-Bedroom								
5-Bedroom +								
Total								

Note: Affordability levels shown as a percentage of the Area Median Income (AMI) for the Atlanta Metropolitan Statistical Area

Residents

No residents will be displaced as [the site is currently a vacant lot/all residents will have the right to return after any temporary relocation that might be required]. [IF THERE IS A POSSIBILITY OF DISPLACEMENT, DELETE THE PREVIOUS SENTENCE AND DESCRIBE IN DETAIL THE NUMBER OF AFFECTED TENANTS, TIMEFRAME FOR DISPLACEMENT, AND ALL PLANNED MITIGANTS (E.G., RELOCATION PLAN/BUDGET, MOVING ASSISTANCE, RENTAL ASSISTANCE).]

Site Description and Scope of Work

The proposed project is located at the following address(es) in the City of Atlanta:

Project Address(es)	
Parcel ID(s)	

[The scope of work for the rehabilitation/Property amenities] will include:

Development and Management Team

The team proposing the project includes the following key members:

Project Sponsor(s)	[INCLUDE ALL PARTNERS/CO-OWNERS]
General Contractor	[INCLUDE IF KNOWN, "TBD" IF NOT]
Architect of Record	[INCLUDE IF KNOWN, "TBD" IF NOT]
Property Manager	[INCLUDE IF KNOWN, "TBD" IF NOT]

Project Ownership Structure

The proposed project [will/will not] be owned and operated by Atlanta Housing. The proposed ownership entities are as follows:

Borrower Entity	[NAME (TYPICALLY AN LP OR LLC)]
[Managing General Partner/Managing Member]	[ADD CONTROLLING ENTITY TYPE AT LEFT AND INCLUDE NAME(S) HERE]

For additional detail on the proposed ownership structure, please see the attached organizational chart. [ATTACH VERSION FROM PROGRAM APPLICATION]

Financing Structure

The following sources of capital financing are expected to be utilized [ADD OR DELETE SOURCES AS NECESSARY]:

- [Tax-exempt/Taxable] debt issued by Atlanta Housing;

- 4% low income housing tax credits (LIHTC);
- Seller carryback financing from [Entity];
- A conventional first mortgage; and
- Soft debt from [Atlanta Housing/other source].

The [bonds/notes] issued by Atlanta Housing will be secured by [DESCRIBE SECURITY TYPE]. Consequently, Atlanta Housing [will/will not] be responsible for repaying the debt in the event of a project default. [IF ATLANTA HOUSING WILL BE RESONSIBLE FOR REPAYMENT, EXPLAIN RATIONALE AND RISK MITIGANTS.]

Schedule

Financing is anticipated to close between [EARLIEST DATE] and [OUTSIDE DATE]. [[Construction/Rehabilitation] is expected to commence within [#] days of closing. All construction is scheduled to be completed by [DATE].]

[Tenants are expected to be temporarily relocated for approximately [# OF WEEKS] weeks during each phase of the rehabilitation.]

Distribution List

Version Date	[AS-OF DATE FOR LIST]
Project Name	

Issuer			
Entity Name/Address	*Contact Name(s)*	*Contact Email Address(es)*	*Contact Phone Number(s)*
Atlanta Housing 230 John Wesley Dobbs Avenue Atlanta, GA 30303-2429			

Issuer's Counsel (Internal)			
Entity Name/Address	*Contact Name(s)*	*Contact Email Address(es)*	*Contact Phone Number(s)*
Atlanta Housing Office of General Counsel 230 John Wesley Dobbs Avenue Atlanta, GA 30303-2429			

Issuer's Counsel (External)			
Entity Name/Address	*Contact Name(s)*	*Contact Email Address(es)*	*Contact Phone Number(s)*

Issuer's Municipal Advisor			
Entity Name/Address	*Contact Name(s)*	*Contact Email Address(es)*	*Contact Phone Number(s)*
CSG Advisors Incorporated 303 Perimeter Center North Suite 300 Atlanta, GA 30346	Adam Cray	acray@csgadvisors.com	(415) 830-8895
	Joanie Monaghan	jmonaghan@csgadvisors.com	(970) 531-6485
	Emma Slonim	eslonim@csgadvisors.com	(215) 883-6968

Bond Counsel			
Entity Name/Address	*Contact Name(s)*	*Contact Email Address(es)*	*Contact Phone Number(s)*

Disclosure Counsel			
Entity Name/Address	*Contact Name(s)*	*Contact Email Address(es)*	*Contact Phone Number(s)*

Borrower			
Entity Name/Address	*Contact Name(s)*	*Contact Email Address(es)*	*Contact Phone Number(s)*

Borrower's Counsel			
Entity Name/Address	*Contact Name(s)*	*Contact Email Address(es)*	*Contact Phone Number(s)*

Bond Underwriter			
Entity Name/Address	*Contact Name(s)*	*Contact Email Address(es)*	*Contact Phone Number(s)*

Bond Underwriter's Counsel			
Entity Name/Address	*Contact Name(s)*	*Contact Email Address(es)*	*Contact Phone Number(s)*

Construction Lender			
Entity Name/Address	*Contact Name(s)*	*Contact Email Address(es)*	*Contact Phone Number(s)*

Construction Lender's Counsel			
Entity Name/Address	*Contact Name(s)*	*Contact Email Address(es)*	*Contact Phone Number(s)*

Permanent Lender			
Entity Name/Address	*Contact Name(s)*	*Contact Email Address(es)*	*Contact Phone Number(s)*

Permanent Lender's Counsel			
Entity Name/Address	*Contact Name(s)*	*Contact Email Address(es)*	*Contact Phone Number(s)*

Equity Investor			
Entity Name/Address	*Contact Name(s)*	*Contact Email Address(es)*	*Contact Phone Number(s)*

Equity Investor's Counsel			
Entity Name/Address	*Contact Name(s)*	*Contact Email Address(es)*	*Contact Phone Number(s)*

[Trustee/Fiscal Agent]			
Entity Name/Address	*Contact Name(s)*	*Contact Email Address(es)*	*Contact Phone Number(s)*

[Trustee's/Fiscal Agent's] Counsel			
Entity Name/Address	*Contact Name(s)*	*Contact Email Address(es)*	*Contact Phone Number(s)*

Title/Escrow Agent			
Entity Name/Address	*Contact Name(s)*	*Contact Email Address(es)*	*Contact Phone Number(s)*

[ADD OR DELETE ANY OF THE ABOVE PARTIES AS APPLICABLE]

List of Email Addresses for Distribution

Project Sponsor/Guarantor Information Form

This Project Sponsor/Guarantor Information Form (the "Information Form") is submitted as part of the Program Application described in §3.2.2 of the Housing Development and Preservation Financing Bond Program Manual (the "Manual") of The Housing Authority of the City of Atlanta, Georgia ("Atlanta Housing" or the "Authority"). Complete all applicable fields and attach additional pages as necessary. Capitalized terms not defined herein have the meanings given in the Manual.

Project Name *Identify specific project for which sponsor/ guarantor information is being submitted*	

Part 1. Project Sponsor Overview

Project Sponsor Legal Name *If applicable, name must match the entity submitting the volume cap/LIHTC application*		
Entity Type *e.g., non-profit corporation, LP, LLC*		
State of Formation		
Non-Profit Status	Is the Project Sponsor a non-profit entity? ☐ No	
	☐ Yes	IRS designation (e.g., 501(c)(3)):
		Describe charitable purpose in IRS formation documents: ☐ "relief of the poor and distressed" ☐ "lessening the burdens of government" ☐ Other – Specify:
Founding Date/Years of Operation		
Business Address		
Website		
Narrative Description *Briefly describe the firm's history, structure, mission, values, and other pertinent information. Add an attachment, of no more than 2 pages, if necessary (labeled as "Attachment A")*		

Part 2. Primary Contact

Please provide the following information for the Project Sponsor's primary contact during the application and bond issuance process.

Name	Title/Role	Office Location	Email Address	Phone Number

Part 3. Owners/Executives

Please provide the following information about every natural person with an ownership interest or an executive/ supervisory role in the Project Sponsor entity (if more than ten, provide only the ten highest ranking individuals).

Name	Title/Role	Ownership %	Email Address	Phone Number

Biographies

Include brief biographies of the firm's three most senior executives. Add an attachment, of no more than 3 pages, if necessary (labeled as "Attachment B").

Part 4. Sponsor Experience

Please provide general descriptions of the Project Sponsor's experience in the following areas.

Experience with:

- **Projects of similar size and scope, particularly in Atlanta**
  Include project names, locations, unit counts, and total development costs where possible.
- **Below-market rate and affordable housing development, particularly in Atlanta**
  In addition to the project-specific information required above, include affordability mix/levels and subsidy sources (e.g., LIHTC, HOME, CDBG, Section 8)
- **Projects funded or owned by Atlanta Housing, Invest Atlanta, the City of Atlanta, Atlanta Beltline or other governmental agencies in Atlanta**

Add an attachment, of no more than 3 pages, if necessary (labeled as "Attachment C").

Part 5. Proposed Development Team

Please provide general descriptions of the following proposed development team members.

- **Key staff members, including the proposed main point of contact, and percentage of their time to be allocated to the project**
- **Development consultants or key subcontractors, if known**
- **Architect or short list of architect candidates**
- **General contractor or short list of contractor candidates**
- **Property manager, if identified**
- **Other important team members and third-party professionals**

Add an attachment, of no more than 3 pages, if necessary (labeled as "Attachment D").

Part 6. Portfolio and Pipeline Data

Please provide the information requested below for each of the categories of residential or mixed-use projects.

Add an attachment with as many pages as necessary (labeled as "Attachment E").

Real Estate Owned						
Project Name	**Location**	**Unit Count**	**Affordable Units/ AMI Mix** *e.g., x units at y AMI*	**Construction/ Rehab/ Acquisition-Only**	**Total Development/ Acquisition Cost**	**Year Completed/ Acquired**

Development/Acquisition Pipeline, Next 3 Years						
Project Name	**Location**	**Unit Count**	**Affordable Units/ AMI Mix** *e.g., x units at y AMI*	**Construction/ Rehab/ Acquisition-Only**	**Total Development/ Acquisition Cost**	**Year Completed/ Acquired**

Part 7. Sponsor/Guarantor Financial Data

Please provide the following information related to the Project Sponsor/Guarantor's financial strength based on the three most recent fiscal years for which information is available.

Sponsor Financial Data				
Fiscal Year	**20__** ☐ Audited ☐ Unaudited	**20__** ☐ Audited ☐ Unaudited	**20__** ☐ Audited ☐ Unaudited	**3-Year Average**
Net Worth				
Liquidity				

Please attach the financial statements supporting the calculations above (labeled as "Attachment F").

Guarantees	
Guarantees to be provided for the Project:	
Interest and Carry ☐ Yes ☐ No	If yes, (a) name of Guarantor: and (b) details of guarantee:
Construction Completion ☐ Yes ☐ No	If yes, (a) name of Guarantor: and (b) details of guarantee:
Lease-Up ☐ Yes ☐ No	If yes, (a) name of Guarantor: and (b) details of guarantee:
Operating Deficit ☐ Yes ☐ No	If yes, (a) name of Guarantor: and (b) details of guarantee:
Repurchase (Equity) ☐ Yes ☐ No	If yes, (a) name of Guarantor: and (b) details of guarantee:
Recapture (Equity) ☐ Yes ☐ No	If yes, (a) name of Guarantor: and (b) details of guarantee:
Other – Specify:	If other, (a) name of Guarantor: and (b) details of guarantee:

Guarantor Financial Data #1 – If Different from Sponsor				
Entity Name				
Fiscal Year	**20__** ☐ Audited ☐ Unaudited	**20__** ☐ Audited ☐ Unaudited	**20__** ☐ Audited ☐ Unaudited	**3-Year Average**
Net Worth				
Liquidity				
Please attach the financial statements supporting the calculations above (labeled as "Attachment F-2").				

Guarantor Financial Data #2 – If Different from Sponsor				
Entity Name				
Fiscal Year	**20__** ☐ Audited ☐ Unaudited	**20__** ☐ Audited ☐ Unaudited	**20__** ☐ Audited ☐ Unaudited	**3-Year Average**

Net Worth				
Liquidity				
Please attach the financial statements supporting the calculations above (labeled as "Attachment F-3").				

Part 8. Disclosures

For purposes of the following questions, and with the exceptions noted below, the term "Applicant" shall include the program applicant, joint applicant, Sponsor(s), and any subsidiary of the applicant, joint applicant, or Sponsor(s) if the subsidiary is involved in (for example, as a Guarantor) or will be benefited by the Program Application or the Project.

In addition to each of these entities themselves, the term "Applicant" shall also include the direct and indirect holders of more than ten percent (10%) of the ownership interests in the entity, as well as the officers, directors, principals and senior executives of the entity if the entity is a corporation, the general and limited partners of the entity if the entity is a partnership, and the members or managers of the entity if the entity is a limited liability company. For projects using tax-exempt bonds, it shall also include the individual who will be executing the bond purchase agreement.

The following questions must be responded to for each entity if the entity and person qualifies as an "Applicant" as defined above.

Exceptions:

- Public entity Applicants that do not have an ownership interest in the proposed Project, including, but not limited to cities, counties, and joint powers authorities with 100 or more members, are not required to complete the following questionnaire.
- Members of the boards of directors of non-profit corporations, including officers of the boards, are also not required to respond. However, chief executive officers (Executive Directors, Chief Executive Officers, Presidents or their equivalent) must respond, as must chief financial officers (Treasurers, Chief Financial Officers, or their equivalent).

For each of the following questions, please explain any "Yes" responses in a separate attachment labeled "Attachment G."

A. Administrative Matters	
1. In the past ten years, has the Applicant received a notice of non-compliance or other notice of violation related to its administration of multifamily housing from Atlanta Housing, a housing agency or municipal entity in the City of Atlanta or any county in the state of Georgia, or from the Georgia Department of Community Affairs?	☐ Yes ☐ No
2. Does the Applicant (or any of its principals or partners) currently appear on any debarment list maintained by Atlanta Housing, any housing agency or municipal entity in the City of Atlanta or any county in the state of Georgia, by the State of Georgia (e.g., Georgia Department of Community Affairs), or by the U.S. Federal Government (e.g., U.S. Department of Housing and Urban Development)?	☐ Yes ☐ No
B. Civil Matters	

1. Has the Applicant filed a bankruptcy or receivership case or had a bankruptcy or receivership action commenced against it, defaulted on a loan, or been foreclosed against in the past ten years?	☐ Yes ☐ No
2. Is the Applicant currently a party to, or been notified that it may become a party to, any civil litigation that may materially and adversely affect (a) the financial condition of the Applicant's business, or (b) the Project that is the subject of the Program Application?	☐ Yes ☐ No
3. Have there been any administrative or civil settlements, decisions, or judgments against the Applicant within the past ten years that materially and adversely affected (a) the financial condition of the Applicant's business, or (b) the Project that is the subject of the Program Application?	☐ Yes ☐ No
4. Is the Applicant currently subject to, or been notified that it may become subject to, any civil or administrative proceeding, examination, or investigation by a local, state, or federal licensing or accreditation agency; a local, state, or federal taxing authority; or a local, state, or federal regulatory or enforcement agency?	☐ Yes ☐ No
5. In the past ten years, has the Applicant been subject to any civil or administrative proceeding, examination, or investigation by a local, state, or federal licensing or accreditation agency; a local, state, or federal taxing authority; or a local, state, or federal regulatory or enforcement agency that resulted in a settlement, decision, or judgment?	☐ Yes ☐ No
C. Criminal Matters	
1. Is the Applicant currently a party to, or the subject of, or been notified that it may become a party to or the subject of, any criminal litigation, proceeding, charge, complaint, examination, or investigation, of any kind, involving, or that could result in, felony charges against the Applicant?	☐ Yes ☐ No
2. Is the Applicant currently a party to, or the subject of, or been notified that it may become a party to or the subject of, any criminal litigation, proceeding, charge, complaint, examination, or investigation, of any kind, involving, or that could result in, misdemeanor charges against the Applicant for matters relating to the conduct of the Applicant's business?	☐ Yes ☐ No
3. Is the Applicant currently a party to, or the subject of, or been notified that it may become a party to or the subject of, any criminal litigation, proceeding, charge, complaint, examination, or investigation, of any kind, involving, or that could result in, criminal charges (whether felony or misdemeanor) against the Applicant for any financial or fraud related crime?	☐ Yes ☐ No
4. Is the Applicant currently a party to, or the subject of, or been notified that it may become a party to or the subject of, any criminal litigation, proceeding, charge, complaint, examination, or investigation, of any kind, that could materially affect the financial condition of the Applicant's business?	☐ Yes ☐ No
5. Within the past ten years, has the Applicant been convicted of any felony?	☐ Yes ☐ No
6. Within the past ten years, has the Applicant been convicted of any misdemeanor related to the conduct of the Applicant's business?	☐ Yes ☐ No
7. Within the past ten years, has the Applicant been convicted of any misdemeanor for any financial or fraud related crime?	☐ Yes ☐ No

Part 9. Attachments

Please note any attachments provided with this Information Form.

Name	Form Reference	Description	Attached?
Attachment A	Part 1	Additional detail regarding sponsor narrative description	☐ Yes ☐ No
Attachment B	Part 3	Additional detail regarding executive biographies	☐ Yes ☐ No
Attachment C	Part 4	Additional detail regarding sponsor experience	☐ Yes ☐ No
Attachment D	Part 5	Additional detail regarding development team members	☐ Yes ☐ No
Attachment E	Part 6	Additional detail regarding Sponsor portfolio and pipeline	☐ Yes ☐ No
Attachment F	Part 7	Sponsor financial statements, past 3 years	☐ Yes ☐ No
Attachment F-2	Part 7	Guarantor #1financial statements, past 3 years (if different)	☐ Yes ☐ No
Attachment F-3	Part 7	Guarantor #1financial statements, past 3 years (if different)	☐ Yes ☐ No
Attachment G	Part 8	Explanations of affirmative disclosure responses	☐ Yes ☐ No

Part 10. Project Sponsor Certification

The party or parties* executing this certification on behalf of the Project Sponsor—or the "Applicant" as defined in Part 8 above, if different—(the "Signatory") hereby certifies that (1) the information provided in this Information Form is true and correct to the best of the Signatory's knowledge, (2) the Signatory is authorized to sign on behalf of the entity described in the 'Entity Name' box below, and (3) the Project Sponsor agrees to adhere to the policies, procedures, terms, and conditions related to Issuance under the Program as described in the Manual and summarized in the term sheet included as Attachment 1 thereto, including (without limitation) provisions regarding fees, other costs of issuance, and indemnification.

Signature	
Signatory Name	
Title	
Entity Name	
Date	

**Attach a signature page for additional signatures if necessary.*

Part 1. General Project Information

Project Name *Use the name that will appear on any other financing applications*		
Project Address(es) *Include ALL addresses associated with the Parcel(s) below*		
Project Parcel ID(s) *From the applicable County Assessor's records*		
Scope of Construction	☐ New Construction ☐ Acquisition/Rehabilitation ☐ Acquisition-Only	
Unit Count *Required for TEFRA Notice; may be approximate*		
Size and Use of Commercial Space *Use square feet; describe all tenants*		☐ N/A
Total Development Cost ("TDC") Estimate	$	TDC Per Unit: $
General Contractor		☐ Not yet selected – Proposed selection date:
Architect of Record		☐ Not yet selected – Proposed selection date:

Part 2. Project Sponsor and Borrower

Please identify the Project Sponsor and Borrower for the Project described in Part 1 of this Application Form.

Project Sponsor(s) *Include all partners/co-owners*		
Borrower *List the entity name exactly as it appears on the formation document (e.g., the certificate of limited partnership or articles of organization); required for TEFRA Notice*		☐ Not yet formed – Proposed formation date:
	Does/will the Borrower entity's ownership structure include a non-profit entity or an Atlanta Housing affiliate? ☐ Yes – Name and relationship: ☐ No	

Part 3. Proposed Financing Terms

Please provide the following information related to the proposed financing structure of the Program Issue.

Bond Type *Choose all that apply, provide other information (See §3 of the Manual)*	☐ 501(c)(3)	If checked, describe charitable purpose in IRS formation documents: ☐ "relief of the poor and distressed" ☐ "lessening the burdens of government" ☐ Neither – Specify: 501(c)(3) matches Borrower in Part 2 above? ☐ Yes ☐ No If no, explain:	
	☐ Governmental Purpose	If checked, proposed Governmental Borrower: Proposed governmental borrower matches Borrower in Part 2 above? ☐ Yes ☐ No If no, explain:	
	☐ Exempt-Facility	If checked, is volume cap allocated? ☐ Yes ☐ No If no, explain:	
	☐ Taxable	If checked: ☐ Entire issue ☐ Taxable tail only	
Debt Structure *Choose one and identify the associated lender, purchaser, or underwriter*	☐ Direct Loan *Also known as a "back-to-back loan" (See §4.2.6 of the Manual)*	Funding Lender:	☐ Structure not yet selected – Proposed selection date:
	☐ Private Placement *Bonds placed with a single investor or small group of investors in lieu of being offered for sale to the public (See §4.2.6 of the Manual)*	Private Purchaser:	
	☐ Public Issue *Bonds offered for sale to the public (See §4.2.5 of the Manual)*	Underwriter:	
Security *Choose all that apply (See §2.3.1 of the Manual)*	☐ Project Revenue Pledge ☐ Atlanta Housing General Revenue / General Obligation Pledge ☐ Credit Enhancement Pledge ☐ Other – Specify:		
Equity Investors *Choose all that apply*	☐ Low Income Housing Tax Credits (LIHTC)	Investor Name: ☐ Not yet selected – Proposed selection date:	

	☐ Historic Tax Credits (HTC)	Investor Name: ☐ Not yet selected – Proposed selection date:
	☐ New Markets Tax Credits (NMTC)	Investor Name: ☐ Not yet selected – Proposed selection date:
	☐ Other Equity – Specify Type:	Investor Name: ☐ Not yet selected – Proposed selection date:
	Are any of the above entities part of or affiliated with the Funding Lender or Private Purchaser? ☐ Yes ☐ No	
Issue Amounts *Provide the following dollar amounts for the Atlanta Housing-issued debt*	Tax-Exempt Debt: $	
	Taxable Debt (if applicable): $	
	Total Debt (Tax-Exempt + Taxable): $	
Interest Rate *As set at Closing*	☐ Fixed – Current rate estimate:	
	☐ Variable – Hedge provider and credit rating, if applicable (See §4.2.4 of the Manual):	
	☐ Terms not yet selected – Proposed selection date:	
Credit/Liquidity Enhancement	If structured as a Public Issue, provide Credit/Liquidity Enhancer name:	
	If structured as a Public Issue with no Credit/Liquidity Enhancement, review §4.2.5 of the Manual and explain:	
	☐ Enhancer not yet selected – Proposed selection date:	
	☐ N/A – Not a Public Issue	
Drawdown Structures *See §4.2.4 of the Manual*	Is the Issue a Drawdown Structure? ☐ Yes ☐ No	☐ Not yet determined – Proposed determination date:

Part 4. Proposed Affordability Structure

Please describe the proposed number of units and proposed tenant rents (maximum income limits for restricted units) by unit type. Use percentage of Area Median Income (AMI) as the income standard for all restricted units (See §3.1.9 of the Manual for more information).

Unit Type	# of Units	____% AMI	____% AMI	____% AMI	____% AMI	____% AMI	____% AMI	Market
SRO								
Studio								
1-Bedroom								
2-Bedroom								
3-Bedroom								
4-Bedroom								
5-Bedroom +								
Total								

Part 5. Proposed Timeline

After reviewing the sample issuance schedules in Attachment 10 of the Manual, please provide the following dates.

Site Control Secured *MM/DD/YYY*		☐ Approximate Date or ☐ Hard Deadline – Explain:
Volume Cap Allocation *MM/DD/YYY*	☐ N/A	☐ Approximate Date or ☐ Hard Deadline – Explain:
4% LIHTC Application Deadline (DCA) *MM/DD/YYY*	☐ N/A	☐ Approximate Date or ☐ Hard Deadline – Explain:
4% LIHTC Determination (GHFA) *MM/DD/YYY*	☐ N/A	☐ Approximate Date or ☐ Hard Deadline – Explain:
Closing Date *MM/DD/YYY*		☐ Approximate Date or ☐ Hard Deadline – Explain:
Construction/Rehabilitation Start Date *MM/DD/YYY*	☐ N/A	☐ Approximate Date or ☐ Hard Deadline – Explain:
Construction/Rehabilitation End Date *MM/DD/YYY*	☐ N/A	☐ Approximate Date or ☐ Hard Deadline – Explain:

Stabilized Occupancy Date (at least 90% occupancy for 90 days) *MM/DD/YYY*	☐ N/A	☐ Approximate Date or ☐ Hard Deadline – Explain:
Permanent Financing Conversion Date *MM/DD/YYY*	☐ N/A	☐ Approximate Date or ☐ Hard Deadline – Explain:

Part 6. Deposits and Retainers; Waiver Requests (External Applications Only)

Is the Borrower prepared to submit the following deposits and retainers?

Authority Deposit: $5,000 *See §4.7.7(A) of the Manual*	☐ Yes ☐ No, waiver requested – Explain:
Municipal Advisor Retainer: up to $6,500 See §4.7.3 of the Manual	☐ Yes ☐ No, waiver requested – Explain:
Bond Counsel Retainer: $10,000 per firm *See §4.7.3 of the Manual*	☐ Yes ☐ No, waiver requested – Explain:

Part 7. Attachments

Please attach the following files, except the check for the Authority Deposit, to the email in which this Application Form is submitted. Please submit the Authority Deposit check to the Program Manager at the following address: The Housing Authority of the City of Atlanta, Georgia, 230 John Wesley Dobbs Avenue, Atlanta, GA 30303-2429.

Project Description Template	*The Program Manager will provide a Word version of the template (an example of which is included in the Manual as Attachment 4) along with this Application Form. The finished template should be submitted to Atlanta Housing as an editable Word document.* Attached? ☐ Yes ☐ No – Explain:
Atlanta Housing Pro Forma Workbook	*The Program Manager will provide an Excel version of the workbook along with this Application Form.* Attached? ☐ Yes ☐ No – Explain:
Project Organizational Chart	*This chart must include the hierarchical relationships, ownership percentages, official names, entity types, and state of formation for all entities that have ownership and/or control interests in the Borrower entity as of Program Application submission or will have such interests as of Closing.* Attached? ☐ Yes ☐ No – Explain:
Draft Distribution List Template (External Applications Only)	*This document should include the contact information (including physical address, phone number, email address, and role in the transaction) for all known transaction parties as of Program Application submission. The*

	document should be submitted to Atlanta Housing as an editable Word document. Attached? ☐ Yes ☐ No – Explain:
Project Sponsor/Guarantor Information Form (External Applications Only)	*Project Sponsors must complete and attach the Project Sponsor/Guarantor Information Form (Manual Attachment 6), which describes the expected ownership and management structure of the Project after Closing and the experience of the Project Sponsor and any joint venture partners in managing similar affordable residential projects.* Attached? ☐ Yes ☐ No – Explain:
Deposit and Indemnification Agreement (External Applications Only)	*The Program Manager will work with OGC to provide a Word version of the agreement. A PDF of the executed agreement should be submitted along with this Application Form.* Attached? ☐ Yes ☐ No – Explain:
Project Review Deposit (External Applications Only)	*Has a check for $5,000 payable to the order of "The Housing Authority of the City of Atlanta, Georgia" (and referencing both the Project name and the words "Authority Deposit") been sent to the attention of the Program Manager pursuant to §4.7.7(A) of the Manual?* ☐ Yes ☐ No, because the Borrower is requesting a waiver of this requirement as described in Part 6 of this Application. ☐ No, other reason – Explain:

Part 8. Project Sponsor Certification (External Applications Only)

The party or parties* executing this certification on behalf of the Borrower entity or (if such entity is not yet formed) the Project Sponsor described in Part 2 of this Application Form (the "Signatory") hereby certifies that (1) the information provided in this Application Form is true and correct to the best of the Signatory's knowledge, (2) the Signatory is authorized to sign on behalf of the entity described in the 'Entity Name' box below, and (3) the Borrower or Project Sponsor, as applicable, agrees to adhere to the policies, procedures, terms, and conditions related to Issuance under the Program as described in the Manual and summarized in the issuance-specific term sheet included as Attachment 1 thereto, including (without limitation) provisions regarding fees, other costs of issuance, and indemnification.

Signature	
Name	
Title	

Date	

**Attach a signature page for additional signatures if necessary.*

See Section 2.2.3(C) of the Manual for information on the review and decision process for this application.

CERTIFICATION

The undersigned hereby certifies as follows with respect to this Application for Inducement Letter:

1. All items as completed are true and correct to the best of the undersigned's knowledge and belief.
2. The undersigned has read and agrees to comply with the terms of Atlanta Housing's Multifamily Bond Loan Program Policy and Guidelines set forth in Part I of this document. The undersigned agrees to the Indemnification provisions set forth therein as if specifically set forth herein.
3. The undersigned agrees to pay all out-of-pocket expenses of Atlanta Housing, its General Counsel, Bond Counsel, and Financial Advisor incurred in connection with the requested financing, regardless of whether the financing ultimately closes.
4. The undersigned authorizes Atlanta Housing and/or its authorized representatives to make whatever credit inquiries and to contact whatever parties and request whatever credit reports as may be appropriate to verify the information contained in this Application.
5. The undersigned acknowledges that an incomplete Application will not be considered by Atlanta Housing.
6. The undersigned acknowledges that submission of this Application does not bind Atlanta Housing to adopt a Board Resolution or to issue Bonds.

Name of Applicant Entity:

By: _____

Name: _____

Title: _____

Date: _____

EXHIBITS

Section Exhibit A. Definitions

The following capitalized terms shall have the meanings set forth below. Additional definitions are set forth in Section 2 of this Policy.

"Act" means the Housing Authorities Law, Official Code of Georgia Annotated § 8-3-1 et seq., as amended.

"Area" means the Atlanta-Sandy Springs-Alpharetta, Georgia Metropolitan Statistical Area, as determined by HUD.

"Authority" means the Housing Authority of the City of Atlanta, Georgia (Atlanta Housing), and its successors.

"Basic Loan Documents" means the form of documents used to implement a loan program for purposes of issuing Multifamily Bonds, pursuant to which Bonds may be issued and purchased.

"Bond Counsel" means a nationally recognized attorney or law firm selected from Atlanta Housing's Approved Bond Counsel List.

"Bond" or "Bonds" means any one or more of the bonds, notes, or other evidences of indebtedness authorized, authenticated, and delivered pursuant to a Trust Indenture or Basic Loan Documents.

"Code" means the Internal Revenue Code of 1986, as amended.

"Counsel" means an attorney or law firm duly admitted to practice before the highest court of any state of the United States or the District of Columbia.

"Developer" means the owner or proposed owner of the Multifamily Facilities who will execute the Basic Loan Documents, including parent corporations, general partners, and managing members.

"Low or Moderate Income Tenant" means a tenant whose aggregate adjusted household income does not exceed 80% of the Median Gross Income for the Area, computed in accordance with the Certification of Tenant Eligibility. Full-time students are excluded unless otherwise qualifying under IRS guidance.

"Median Gross Income for the Area" means the median income for households in the Atlanta-Sandy Springs-Alpharetta, Georgia Metropolitan Statistical Area, as determined annually by HUD under Section 8(f)(3) of the United States Housing Act of 1937.

"Multifamily Facilities" or "Multifamily Development" means a residential rental project consisting of five or more similarly constructed residential rental units, together with functionally related and subordinate facilities, available to the general public on a continuous basis, within the meaning of IRC § 142(d). Excludes hotels, motels, hospitals, nursing homes, trailer parks, and owner-occupied properties.

"Program Guidelines" or "Policy" means this Multifamily Housing Revenue Bond Issuance Policy and Program Guidelines, as adopted and amended by the Board of Commissioners of Atlanta Housing.

"Project" or "Development" means the land and all improvements thereto, including the Multifamily Facilities, financed in whole or in part with Bond proceeds.

"Qualified Project Period" has the meaning set forth in Section 2 of this Policy.

"State" means the State of Georgia.

"Trust Indenture" or "Indenture" means the form of document entered into by and between Atlanta Housing and the Bond Trustee, pursuant to which the Bonds are issued and the Trustee's obligations are set forth.

"Underwriter" means a firm of underwriters experienced in the financing and marketing of tax-exempt bonds.

"Unit" means a separate, self-contained accommodation with complete facilities for living, sleeping, eating, cooking, and sanitation, rented or available for rental to a member of the general public.

Section Exhibit B. Form of Public Notice

The following Notice shall be published on the official website of the applicable governmental entity or in the legal organ of the county in which the proposed Development is located, in accordance with applicable law, at least seven (7) days prior to the Board meeting at which the Application will be considered:

PUBLIC NOTICE — PROPOSED MULTIFAMILY BOND FINANCING

[Owner/Developer Name] proposes to develop _____ apartment units in a complex to be located at [Address], City of Atlanta (or [Municipality]), Georgia, tentatively to be known as "[Development Name]". The Development is located on a site of approximately _____ acres currently zoned _____.

The developer is requesting tax-exempt multifamily housing revenue bond financing from the Housing Authority of the City of Atlanta, Georgia (Atlanta Housing). As a result of this bond financing, _____ % of the units (_____ units) will be income-restricted as follows:

- [20%] of units (_____ units) will be rented to households with incomes at or below 50% of the Area Median Income [OR]
- [40%] of units (_____ units) will be rented to households with incomes at or below 60% of the Area Median Income.

In addition, _____ % of the units (_____ units) will be income-restricted due to other financing sources. Therefore, a total of _____ units in the development will be income-restricted.

For more information about this proposed development, contact:

[Name of Owner's Representative]

[Address]

[Phone / Email]

Written comments will be received at the above address through [date approximately 2 days before Board meeting] and will be considered by the Board.

NOTE: The number and percentage of income-restricted units attributable to bond financing reflects the 20/50 or 40/60 set-aside election made on page 4 of the Application. Additional restricted units reflect tax credit or other financing restrictions.

Firm Name	Telephone
Squire Patton Boggs (US) LLP	(678) 272-3200
Hunton Andrews Kurth LLP	(404) 888-4000
Thompson Hine LLP	(404) 541-2900

Section Exhibit D. Board Resolution Fact Sheet

Complete and submit this Fact Sheet with the Application. This information will be used to prepare the Board Resolution for Board consideration.

Development Name: _____

Development Address: _____

City/County: _____

Total Number of Units: _____

Number of Income-Restricted Units:

_____

Set-Aside Election (20/50 or 40/60):

_____

Total Requested Bond Amount ($):

_____

Bond Structure (New Construction / Rehab / Acquisition-Rehab):

_____

Tax-Exempt Bond Volume Cap Required (Yes / No):

_____

Low Income Housing Tax Credits Requested (Yes / No):

_____

Type of Credit Enhancement (if any):

_____

Proposed Bond Counsel: _____

Proposed Bond Trustee: _____

Proposed Lender / Credit Enhancer:

_____

Anticipated Construction Start Date:

_____

Anticipated Completion Date: _____

Anticipated Bond Closing Date: _____

Tax Credit Investor (if applicable):

_____

Total Development Cost ($): _____

Developer Fee ($): _____

Site Control (Owned / Under Contract / Option — describe):

_____

Applicant Certification:

Signature: _____ Date: _____

Name: _____ Title: _____