

Soft Cost Worksheet*

**Eligible Soft Costs	Amount \$	Payable to
Energy audit (Administrator or independent energy auditor)	\$	
Collection of tenant data (Administrator)	\$	
Providing disclosures to tenants (Administrator)	\$	
Owner and encumbrance report (independent title search firm)	\$	
Interim financing expenses (an independent lending institution)	\$	
Title work	\$	
Credit report fees	\$	
Appraisal fees	\$	
Loan origination fees	\$	
Filing fees	\$	
Matching funds expenses (an independent lending institution)	\$	
Recording fees to record HOME documents (county)	\$	
Building permit fees	\$	
Site inspections – pre and post rehabilitation (Administrator)	\$	
Blueprint and specification drafting and review (independent architect)	\$	
Preparing a scope of work (Administrator)	\$	
Engineering reports (independent engineering firm)	\$	
Soliciting competitive bids (Administrator)	\$	
Davis-Bacon itemized administrative expenses (Administrator)	\$	
Preparing the Environmental Statutory Checklist and Categorical Exclusion. HOME forms ER-1 and ER-3 on all grants (Administrator)	\$	
Performing environmental review on non-categorically- excluded projects. ERR Process on certain grants (Administrator)	\$	
Preparing an Affirmative Fair Housing Marketing Plan (Administrator)	\$	
Lead-Based Paint related expenses	\$	
Telephone and mileage expenses for site visits (Administrator only)	\$	
Total Eligible Expenses	\$	

Ineligible Soft Costs	Amount \$	Payable to
Application Costs	\$	
Costs associated with obtaining housing tax credits	\$	
Owner's administrative costs	\$	
Owner's legal costs	\$	
Developer's fees	\$	
Processing agent fees	\$	
Management fees	\$	
Relocation fees paid to tenants	\$	
Costs to prepare a relocation plan	\$	
Owner's telephone and mileage expenses	\$	
Monitoring fees	\$	
Refinancing costs of financing not related to specific rehabilitation costs	\$	
Funding of operating or replacement reserve accounts	\$	
Total Ineligible Expenses	\$	

*This worksheet is to be used for itemizing soft costs and needs to be submitted to the MHFA with initial application package. This form does not need to be recorded.

**All receipts relating to eligible soft cost must be submitted to the MHFA.