

## ATTACHMENT 7-D: TRANSFER REQUEST CHECKLIST

The following list of required documents constitutes a complete application for Agency approval of a proposed transfer. Agency processing will begin only when a complete transfer request package has been submitted as set forth below and as described in Attachment 7-B-1. The application package and all documents must have original signatures. Transfer requests must be submitted at least 45 days prior to the proposed transfer approval date. All documents must be submitted by the application.

### Proposed Transaction

<input type="checkbox"/>	Yes	<input type="checkbox"/>	No	<input type="checkbox"/>	N/A	Executive Summary (narrative)
<input type="checkbox"/>	Yes	<input type="checkbox"/>	No	<input type="checkbox"/>	N/A	Required written statement/certifications
<input type="checkbox"/>	Yes	<input type="checkbox"/>	No	<input type="checkbox"/>	N/A	MFH Transfer & Assumption Application Supplement (Attachment 7-B-2)
<input type="checkbox"/>	Yes	<input type="checkbox"/>	No	<input type="checkbox"/>	N/A	Application for Partial Release, Subordination or Consent (Form RD-3560-1)
<input type="checkbox"/>	Yes	<input type="checkbox"/>	No	<input type="checkbox"/>	N/A	Purchase and Sales Agreement
<input type="checkbox"/>	Yes	<input type="checkbox"/>	No	<input type="checkbox"/>	N/A	Current Preliminary Title Report
<input type="checkbox"/>	Yes	<input type="checkbox"/>	No	<input type="checkbox"/>	N/A	Legal Services Agreement

### The Project and Proposed Repairs

<input type="checkbox"/>	Yes	<input type="checkbox"/>	No	<input type="checkbox"/>	N/A	Capital Needs Assessment
<input type="checkbox"/>	Yes	<input type="checkbox"/>	No	<input type="checkbox"/>	N/A	Repair Agreement
<input type="checkbox"/>	Yes	<input type="checkbox"/>	No	<input type="checkbox"/>	N/A	Cost Estimate, if applicable (Form RD 1924-13, Estimate & Certificate of Actual Cost)

### Documentation of Market Rents and Value

<input type="checkbox"/>	Yes	<input type="checkbox"/>	No	<input type="checkbox"/>	N/A	Appraisal for USDA Security Value
<input type="checkbox"/>	Yes	<input type="checkbox"/>	No	<input type="checkbox"/>	N/A	Appraisal As-Is Unrestricted
<input type="checkbox"/>	Yes	<input type="checkbox"/>	No	<input type="checkbox"/>	N/A	Rent Comparability Study/ARMS
<input type="checkbox"/>	Yes	<input type="checkbox"/>	No	<input type="checkbox"/>	N/A	Purchasers best available evidence to support CRCU, if no appraisal

### Financial Aspects of the Transaction

<input type="checkbox"/>	Yes	<input type="checkbox"/>	No	<input type="checkbox"/>	N/A	Application for Federal Assistance (Form SF 424 & attachments)
<input type="checkbox"/>	Yes	<input type="checkbox"/>	No	<input type="checkbox"/>	N/A	Proposed Project Budget (Form RD 3560-7)
<input type="checkbox"/>	Yes	<input type="checkbox"/>	No	<input type="checkbox"/>	N/A	Sources and Uses of Funds Statement

### Third-Party funding (if applicable)

<input type="checkbox"/>	Yes	<input type="checkbox"/>	No	<input type="checkbox"/>	N/A	Application(s) for Funding
<input type="checkbox"/>	Yes	<input type="checkbox"/>	No	<input type="checkbox"/>	N/A	Financial Pro Forma Information
<input type="checkbox"/>	Yes	<input type="checkbox"/>	No	<input type="checkbox"/>	N/A	Environmental Information
<input type="checkbox"/>	Yes	<input type="checkbox"/>	No	<input type="checkbox"/>	N/A	Commitment Letters or Equivalent
<input type="checkbox"/>	Yes	<input type="checkbox"/>	No	<input type="checkbox"/>	N/A	Regulation Requirements
<input type="checkbox"/>	Yes	<input type="checkbox"/>	No	<input type="checkbox"/>	N/A	Interim Financing



### **The Proposed Purchaser**

<input type="checkbox"/>	Yes	<input type="checkbox"/>	No	<input type="checkbox"/>	N/A	Purchaser's Resume
<input type="checkbox"/>	Yes	<input type="checkbox"/>	No	<input type="checkbox"/>	N/A	Previous Participation Certification (Form HUD 2530)
<input type="checkbox"/>	Yes	<input type="checkbox"/>	No	<input type="checkbox"/>	N/A	Identity of Interest Certification (Form RD 3560-30 or 3560-13)
<input type="checkbox"/>	Yes	<input type="checkbox"/>	No	<input type="checkbox"/>	N/A	Debarment/Suspension Certification (Form AD 1047 or AD 1048)
<input type="checkbox"/>	Yes	<input type="checkbox"/>	No	<input type="checkbox"/>	N/A	Purchaser's Financial Statements w/Attachments 7-B-3 MFH Transfer & Assumption Certification
<input type="checkbox"/>	Yes	<input type="checkbox"/>	No	<input type="checkbox"/>	N/A	Credit Report Fees
<input type="checkbox"/>	Yes	<input type="checkbox"/>	No	<input type="checkbox"/>	N/A	Proof of Citizenship (Federal Tax ID number or Social Security Number)

### **Proposed Management**

<input type="checkbox"/>	Yes	<input type="checkbox"/>	No	<input type="checkbox"/>	N/A	Complete Management Plan
<input type="checkbox"/>	Yes	<input type="checkbox"/>	No	<input type="checkbox"/>	N/A	Attorney Opinion Regarding Proposed Lease & compliance with State/local laws & RD regulations
<input type="checkbox"/>	Yes	<input type="checkbox"/>	No	<input type="checkbox"/>	N/A	Management Certification (Form RD 3560-13)
<input type="checkbox"/>	Yes	<input type="checkbox"/>	No	<input type="checkbox"/>	N/A	Affirmative Fair Housing Marketing Plan (Form HUD 935.2A)

### **Proposed Organizational Documents for Purchaser**

<input type="checkbox"/>	Yes	<input type="checkbox"/>	No	<input type="checkbox"/>	N/A	Purchaser's Organizational Documents
<input type="checkbox"/>	Yes	<input type="checkbox"/>	No	<input type="checkbox"/>	N/A	Attorney Certification certifying legal sufficiency

### **Other:**

<input type="checkbox"/>	Yes	<input type="checkbox"/>	No	<input type="checkbox"/>	N/A	Assurance Agreement (Form RD 400-4)
<input type="checkbox"/>	Yes	<input type="checkbox"/>	No	<input type="checkbox"/>	N/A	Equal Opportunity Agreement (Form RE 400-1)
<input type="checkbox"/>	Yes	<input type="checkbox"/>	No	<input type="checkbox"/>	N/A	Lobbying Certification (Att. 7-B-4, MFH Transfer Certification & Form SF-LLL, if applicable)
<input type="checkbox"/>	Yes	<input type="checkbox"/>	No	<input type="checkbox"/>	N/A	Certification Regarding Drug-Free Workplace Requirements (Form AD 1049 or AD 1050)
<input type="checkbox"/>	Yes	<input type="checkbox"/>	No	<input type="checkbox"/>	N/A	Certification Regarding Collection Policies (Form RD 1910-11)
<input type="checkbox"/>	Yes	<input type="checkbox"/>	No	<input type="checkbox"/>	N/A	Letter from HUD concurring to transfer of HAP Contract & concurrence in post transfer rents
<input type="checkbox"/>	Yes	<input type="checkbox"/>	No	<input type="checkbox"/>	N/A	Request for Rental Assistance (Form RD 3560-25)