



MULTIFAMILY EQUITY PROGRAM SAMPLE DUE DILIGENCE CHECKLIST – INITIAL INQUIRY

1. Partner Proforma
2. Last three (3) years Audited Financial Statements
3. Last three (3) years Operating Statements
4. Current and/or projected Operating Budget
5. Rent Roll(s)
6. Copies of most recent real estate tax bill, tax assessments, or tax receipts. If abatement exists, evidence and/or terms of abatement
7. Regulatory Agreements, Tax Credit Allocation Letter, or LP Investor's Offer Letter (if applicable)
8. HAP Contracts (if applicable)
9. Existing Mortgage Documents (if being assumed) or Mortgage Commitment Documents
10. Appraisal (if applicable)
11. Capital Needs Assessment (if applicable)
12. Rent Comparability/Market Study
13. Utility Allowances (if applicable)

For further information, please contact the Equity Program staff:

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