


# Multifamily Water Assistance Program

## Supplemental Documents Checklist

Supplemental Documents	Checklist to Ensure Document Completeness						
Rent Roll	<input type="checkbox"/> Completed HPD/HDC Rent Roll Template (Proprietary rent rolls will <u>not</u> be accepted) <ul style="list-style-type: none"> <li>✓ Rent roll reflects the most up-to-date rents as of November 18<sup>th</sup>, 2021 or the date of application submission, whichever is later</li> <li>✓ Actual project rents include any rental assistance for that unit</li> <li>✓ Vacant units in the rent roll template are included, but the actual rent should not be included</li> <li>✓ Projects with buildings under 4 units are included in the rent roll, as affordability is assessed on a project level</li> <li>✓ The tenant share of the rent is included for units with rental subsidies</li> </ul>						
Regulatory Agreement	<input type="checkbox"/> Regulatory agreement with the ACRIIS recording and endorsement page <ul style="list-style-type: none"> <li>✓ A minimum of 15 years from November 18<sup>th</sup>, 2021 or the date of the contract execution, whichever is later, of the regulatory period must be remaining. <ul style="list-style-type: none"> <li>○ Regulatory period end dates tied solely to the repayment of an HPD and/or HDC loan will not be eligible, as the regulatory agreement will end once it is repaid.</li> </ul> </li> <li><input type="checkbox"/> Projects Where the Regulatory Period End Date is Tied to the End Date of the Tax Benefit Only: Certificate of Eligibility</li> <li><input type="checkbox"/> Mitchell Lama Projects Only: Mortgage Note must be included in the submission if they Mitchell Lama has a Non-Dissolution Rider attached to the mortgage in order to confirm the end date of the regulatory term.</li> </ul>						
DOF Bills	<input type="checkbox"/> DOF bill with a balance of "\$0.00" in the "Outstanding Charges" section on the first page of the bill: <div style="margin-top: 10px;">  <p><b>NYC</b> Department of Finance</p> <p><b>Property Tax Bill</b> <b>Quarterly Statement</b> Activity through August 29, 2020</p> <p>Owner name: 1925 REALTY ASSOCIATES Property address: 19 E. 213TH ST. Borough, block &amp; lot: BRONX (2) 03329_0064</p> <p>Mailing address: LANGSAM PROPERTY SERVICES CORP 1925 REALTY ASSOCIATES 1601 BRONXDALE AVE. STE 201 BRONX NY 10462-3364</p> <table style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 60%;">Outstanding Charges</td> <td style="text-align: right;">\$0.00</td> </tr> <tr> <td>New Charges</td> <td style="text-align: right;">\$0.00</td> </tr> <tr> <td><b>Amount Due</b></td> <td style="text-align: right;"><b>\$0.00</b></td> </tr> </table> </div>	Outstanding Charges	\$0.00	New Charges	\$0.00	<b>Amount Due</b>	<b>\$0.00</b>
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	<ul style="list-style-type: none"><li><input type="checkbox"/> Projects with Arrears Only Submit Either:<ul style="list-style-type: none"><li>✓ Proof of payment equaling the amount shown in the “Outstanding Charges” section of the DOF bill.</li><li>✓ Copy of the payment plan</li><li>✓ A letter from HPD or HDC Asset Management explaining the circumstances and confirming that the building is working with the City to actively address the arrears</li></ul></li><li><input type="checkbox"/> Buildings with Less Than 4 Units Only: Do <u>not</u> include the DOF bill in the submission</li></ul>
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