

Document	At time of Loan Application	Post application/Pre-award
01. Document Checklist	Document Checklist	
02. Application	MORE Application	
03. Application Certification	2023 MORE Application Certifications and Statement of Assurances.	
04. Notice of Violation	If applicable, copies of violation or a list of all estimated Mobilehome Park Act violations along with the estimated cost to cure.	
05. Tribal Entity Waiver		<ul style="list-style-type: none"> - Modifications or waivers as provided HSC Section 50406, subdivision (p) (Assembly Bill 1010 (Chapter 660, Statutes of 2019) - Tribal waiver for affordability restrictions.
06. Fee or Trust Land Verification		<p>Documentation verifying land is located on Fee or Trust Land:</p> <ul style="list-style-type: none"> - A Title status report (TSR) or - Attorney opinion Letter regarding chain of title status, dated within 90 days of application date.
07. Project Description	<p>Narrative Project Description include the following:</p> <ul style="list-style-type: none"> - Resident Organizations: description of membership to date (including evidence of at least 50% of households being low-income residents) - site and neighborhood description - proposed property management plan - current lot rents - how will program funds be used. 	

08. Rehab Description	Narrative Rehab description: of current condition of structure(s) and overall scope of work.	
09. Management Plan		Copy of Management plan including executed current management agreements.
10. Physical Needs Assessment or Capital Needs Assessment		PNA or CAN prepared by a qualified independent contractor. PNA (only applicable if rehabilitating park or individual spaces).
11. Project Milestones		Timeline of events to achieve loan closing.
12. Relocation	Relocation plan covering both temporary and permanent displacement.	
13. Site Plan	Provide documentation certified by a California State-licensed professional such as an engineer, surveyor, or landscape architect.	
14. Zoning Map	Zoning Map and project location.	
15. Aerial Photos	Aerial photographs of proposed project site.	
16. California Environmental Quality Act (CEQA)		Copy of CEQA determination. Tribal lands: can provide NEPA in lieu of CEQA.
17. National Environmental Policy Act (NEPA)		Copy of NEPA determination (needed if obtaining federal funds).
18. Subdivision Map	Copy of Subdivision Map (only required if land will be subdivided).	
19. Certificate of Compliance	Copy of Certificate (If submitting in lieu of subdivision map must provide certificate signed by City/County official).	

20. Site Control	<p>Documentation of site Control</p> <ul style="list-style-type: none"> -Fee title (within 90 days of application) -An enforceable option to purchase -A disposition and development agreement -Sales contract or other enforceable agreement for acquisition -Leasehold interest or option to lease -Be under contract with the park owner to administer the local project <p>Legal contract between park owner and applicant</p> <ul style="list-style-type: none"> -Memorandum of understanding (MOU) between park owner applicant -Leasehold interest -Enforceable option to purchase the property on which the park will be located. 	
21. Appraisal		<p>Income approach appraisal - market value of the property based on the property's income. The property's value today, based on the present value of future cash flow. Combined Loan to Value (CLTV) - the combined loan (Senior lender and the HCD MORE loan) to value ratio. (Required if project includes land acquisition costs).</p>
22. Preliminary Title Report	<p>A preliminary report dated within 90 days of application date. For</p>	

	<p>projects developed in Indian country, an attorney's opinion dated within 90 days of application regarding chain of title and current title status is acceptable in lieu of a title report.</p>	
23. Environmental Report(s)		<p>Phase 1 Report – prepared or updated no earlier than 12 months prior to the application due date (required if project includes demolition) -Phase 2, other Environmental report (if required).</p>
24. Resident Participation		<p>Documentation showing resident participation on the board of directors of the entity that acquires ownership of the park; or the establishment of, and consultation with, a permanent resident advisory board (Only required if Resident Organization).</p>
25. Resident Support		<p>Certifications of Resident Support indicating support for the park conversion to resident ownership. If the park is a subdivision, stock, or limited-equity housing cooperative and individual interests are being purchased, two-thirds of the residents must be buyers of their subdivided space or co-op membership share. (Only required if Resident Organization).</p>
26. Operating Budget	<p>-Details of the proposed use of funds (Include current rents and proposed first year rents) -Bids for all projected operating expenses.</p>	

27. Operating Subsidy Commitment		Documentation evidencing commitment of Operating Subsidies including source, term (in years), total subsidy amount, and estimated first year allocation.
28. Financial Statements	<ul style="list-style-type: none"> -3 Years of CPA audited financial statements for the Property and YTD financial statement for current fiscal year -Copies of Real Estate Tax bills, Water bills -Current rent roll and aged resident's receivable report. 	
29. Other Funding Sources	Non-HCD funding sources documentation.	
30. Applicant Experience	<ul style="list-style-type: none"> -List of completed projects (one similar project within the last 5 years); or - List of successful administrated projects within the past year. Staff Duty Statements, Resumes. 	
31. Organizational Documents: Applicant 1	<ul style="list-style-type: none"> -Certifications and Legal Disclosure -Copies of Applicant Articles of Incorporation and Bylaws, filed within 12 months of application date -Certificate of Good Standing issue date within 60 days of application date -Organization Chart -Signature block: upload in Microsoft Word document -Evidence of tax-exempt status from IRS and FTB -Applicant resolution. 	

<p>32. Organizational Documents: Applicant 2</p>	<ul style="list-style-type: none"> -Certifications and Legal Disclosure -Copies of Applicant Articles of Incorporation and Bylaws, filed within 12 months of application date -Certificate of Good Standing issue date within 60 days of application date -Organization Chart -Signature block: upload in Microsoft Word document -Evidence of tax-exempt status from IRS and FTB -Applicant resolution. 	
<p>33. Organizational Documents: Applicant 3</p>	<ul style="list-style-type: none"> -Certifications and Legal Disclosure -Copies of Applicant Articles of Incorporation and Bylaws, filed within 12 months of application date -Certificate of Good Standing issue date within 60 days of application date -Organization Chart -Signature block: upload in Microsoft Word document -Evidence of tax-exempt status from IRS and FTB -Applicant resolution. 	
<p>34. Organizational Documents: Borrower</p>	<ul style="list-style-type: none"> -Certifications and Legal Disclosure -Entity Organizational documents -Borrower Organization Chart -Signature block: upload in Microsoft Word document -STD 204 Payee Data Record 	<p>-Borrower Resolutions: Visit the MORE website for a sample of Resolutions.</p>

	<ul style="list-style-type: none"> -Fi\$CAL Taxpayer Identification Number (TIN) Form: Public Entities Only -EIN Verification: IRS Form SS-4 - Certificate of Good Standing issue date within 60 days of application date - Evidence of Tax-Exempt status from IRS and FTB for Corporations (Non-profits Only). 	
35. Organizational Documents: Managing General Partner	<ul style="list-style-type: none"> -Certifications and Legal Disclosure -Organization Chart -Signature block: upload in Microsoft Word document -Government Agency Taxpayer ID -Government TIN Form -STD 204 Payee Data Record. 	
36. Organizational Documents: Administrative General Partner	<ul style="list-style-type: none"> -Certifications and Legal Disclosure -Organization Chart -Signature block: upload in Microsoft Word document -Government Agency Taxpayer ID -Government TIN Form -STD 204 Payee Data Record. 	
50. Other Supporting document	"Other" Supporting document (File name must use "50". then file name).	