


Multifamily Water Assistance Program

Supplemental Documents Checklist

Supplemental Documents	Checklist to Ensure Document Completeness
Rent Roll	<p><input type="checkbox"/> Completed HPD/HDC Rent Roll Template (Proprietary rent rolls will not be accepted)</p> <p>Note a completed HPD/HDC Rent Roll Template includes the following:</p> <ul style="list-style-type: none"> • Rent roll reflects the most up-to-date rents as of December 6, 2023 or the date of application submission, whichever is later • Actual project rents include any rental subsidies for that unit • The tenant share of the rent is included for units with rental subsidies • If a tenant pays \$0 in rent, confirm in the HPD/HDC Rent Roll Template that this is true in column “K” • Vacant units in the rent roll template are included, but the actual rent should not be included • Projects with buildings under 4 units are included in the rent roll, as affordability is assessed on a project level
Regulatory Agreement	<p><input type="checkbox"/> Regulatory agreement with the ACRIS recording and endorsement page. The regulatory or restriction period end dates within the document must be highlighted or underlined.</p> <ul style="list-style-type: none"> • A minimum of 15 years from December 6, 2023 or the date of the contract execution, whichever is later, of the regulatory period must be remaining. <ul style="list-style-type: none"> ○ Regulatory Agreements with 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. <p><input type="checkbox"/> <u>If Applicable</u>: Certificate of Eligibility (only applicable for projects where the regulatory period end date is tied to the end date of the tax benefit)</p> <p><input type="checkbox"/> <u>Tax Credit Projects Only</u>: If a project’s restriction end date is tied to the placed-in-service date as indicated on the 8609 form, only submit the form if there is less than 15 years left on the regulatory agreement and it would help a project meet</p>

	<p>the regulatory criteria for MWAP.</p> <p><input type="checkbox"/> <u>Mitchell Lama Projects Only</u>: Mortgage Note must be included in the submission if the Mitchell Lama has a Non-Dissolution Rider attached to the mortgage in order to confirm the end date of the regulatory term.</p>						
DOF Bill	<p><input type="checkbox"/> DOF bill with a balance of “\$0.00” in the “Outstanding Charges” section on the first page of the bill:</p> <div style="text-align: center;">  <p>NYC Department of Finance</p> <p>Property Tax Bill Quarterly Statement Activity through November 20, 2021</p> </div> <p>Owner name: [REDACTED] Mailing address: [REDACTED]</p> <p>Property address: [REDACTED]</p> <p>Borough, block & lot: [REDACTED]</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;">\$798.00</td> </tr> <tr> <td>Amount Due</td> <td style="text-align: right;">\$798.00</td> </tr> </table> <p style="text-align: center;"><i>Please pay by January 3, 2022</i></p> <p><input type="checkbox"/> Projects with DOF arrears must also submit either:</p> <ul style="list-style-type: none"> • Proof of payment equaling the amount shown in the “Outstanding Charges” section of the DOF bill • Copy of the payment plan • 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 	Outstanding Charges	\$0.00	New Charges	\$798.00	Amount Due	\$798.00
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