

**HHF Blight Elimination Program
Land Bank Application Checklist**

Date: _____
Sender's Name: _____
Sender's Phone Number: _____
Sender's Email Address: _____

Land Bank Name: _____

Land Bank Address: _____

**** PLEASE ASSEMBLE PACKAGE IN ORDER LISTED BELOW ****

PIMS – Upload First 4 Pre-Screen Items

- 1. Threshold Questions
- 2. Certificate of Existence
- 3. Copy of Articles of Incorporation, Charter, By-Laws

After Pre-Screen Approval, Submit Remaining Items to THDA

- 4. Completed Land Bank Application Form HHF/BEP-1015
- 5. Most recent business plan or strategic management plan dated within 12 months
- 6. Board Minutes approving participation in the HHF Blight Elimination Program
- 7. Two page explanation of the land bank's experience in demolition and constructing affordable housing
- 8. Resumes and detailed experience summary for all persons listed in #5 above.
- 9. For land banks formed prior to 2015, most recent, dated within the last 12 months, financial audit, audited comparative financial statements, letter of financial review by CPA firm with an arm's length relationship to the land bank, balance sheet with cash flow statement and income statement.

For land banks formed in 2015, financials evidencing a minimum cash at hand of \$10,000 per property being demolished.

- 10. Copy of most current IRS form 990 filed
- 11. Copy of Conflict of Interest Policy and code of conduct
- 12. Detailed explanation of screening and selection process for Construction Company
- 13. Proof of Escrow Account set up for BEP funds
- 14. Completed IRS W-9 Form
- 15. Completed ACH Authorization Form FA-0825
- 16. Copies of Voided Check for ACH Authorization Forms
- 17. Completed BEP Authorization for Automatic Deposit Form HHF/BEP-1013

THDA RESERVES THE RIGHT TO REQUEST ADDITIONAL DOCUMENTATION TO EVALUATE THIS APPLICATION.

To the best of my knowledge, I certify that the information provided in this application is true and correct and that the documents has been duly authorized by the governing body of the applicant. I also certify that I am aware that providing false information on this application can subject the individual signing such application to criminal sanctions up to and including a Class E Felony.

Date: _____

Sender's Authorized Signature

Print Name and Title