

Property Name:			
D#:		RAC #:	

Note: Minnesota Housing will assign the D# and the RAC#.

PART I #1 and #2 need to be completed prior to closing on financing PreConstruction Due Diligence Checklist in Portal	
1	Environmental Review (determined by Minnesota Housing): Certification Letter completed: Yes ☐ NA ☐
	Notes: completed through capital funding process – Needs to pass to be eligible for S811. EM-Check with environmental officer on status of the review.
2	Tenant Selection Plan (TSP): Complete the tenant selection plan. The 811 TSP can be an attachment to the property TSP as long as it is appropriately referenced in the main TSP; submit them together for review. Minnesota Housing will review and provide feedback. Guidance on TSP: https://www.mnhousing.gov/rental-housing/property-managers/documents-forms-and-resources/tenant-selection-plans-(tsp).html
	Notes: This must be approved before Minnesota Housing drafts the ARAC
3	Property Information Request Form Needs to be completed in full including TRACS information. The ARAC needs this information before it can be sent to HUD.
4	Signed ARAC: Agreement to enter into the Rental Assistance Contract (RAC). The RAC has two parts, the ARAC, which is the agreement to enter into the RAC, and the RAC itself [<i>The RAC is intentionally left blank as an exhibit to the ARAC.</i>] Minnesota Housing will draft the ARAC and send to HUD.
	Notes: This may take 30+ days. It will be sent to you through portal for your signature.
5	http://mn.gov/supplier Apply for a swift vendor number. No need to enter into in portal
	Notes: EM send to accounting after RAC and contract number are created. Send with contract number.
6	Sample of your organization's Move-in Inspection Form
	Notes:
7	Housing Application Form: submit a copy of the housing application form that will be used at the property for tenants
	Notes:
8	Owner- Agent Form: Use this form to supply the voucher system information
	Notes:

	PART II:
8	Signed Borrowing Resolution: A draft of the Resolution must be submitted to Minnesota Housing for review. You may create your own Resolution, or a template can be provided. If creating your own Resolution, please include the following information: • Authorization to enter into the Rental Assistance Contract (RAC) and the annual amount of the contract (this amount will be provided on the RAC for the final, signed resolution) • Authorization to execute the RAC and Use Agreement • Authorized signers and their titles • A paragraph stating, “Minnesota Housing Finance Agency is authorized to rely on the continuing force and effect of the Resolution until receipt by the Commissioner of Minnesota Housing, at its principal office, of notice in writing from the corporation of any amendments or alterations thereof.” • The final signed Resolution must be dated and signed within 90 days of closing. Notes: EM forward to closer for review.
9	Signed Use Agreement: Minnesota Housing will draft the Use Agreement and send to you for your signature. Minnesota Housing will record the Use Agreement with the county once it is signed and returned.
10	Signed RAC Part I and Part II (with RAC #). The RAC Part I includes the following: • RAC Exhibit I: Rent Schedule • RAC Exhibit II: Notes:
11	Certificate of Good Standing (screen shot is acceptable): The Certificate of Good Standing (issued by Minnesota Secretary State’s Office) must be current – the screen shot should be dated within 30 days of closing the RAC. The Certificate of Good Standing is required for Corporate, Partnership and LLC Owners, as well as their general partners and/or managing members. Notes: