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**FINAL COST CERTIFICATION AND INDEPENDENT AUDITOR'S REPORT**

**OAK FOREST - SCOTTDAL, L.P.  
(A GEORGIA LIMITED PARTNERSHIP)**

**dba OAK FOREST APARTMENTS**

**AUGUST 31, 2015**

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**Dauby O'Connor & Zaleski, LLC**  
A Limited Liability Company  
Certified Public Accountants

## **Independent Auditors' Report**

Owner's Name: Oak Forest - Scottsdale, L.P.  
Project Name: Oak Forest Apartments  
Project Number: TCAA # 2013-503

We have audited the costs included in the accompanying Tax Credit Allocation Agency ("TCAA") Final Cost Certification (the "Final Cost Certification") of Oak Forest - Scottsdale, L.P. (the "Owner") for Oak Forest Apartments ("the Project") as of August 31, 2015. The Final Cost Certification is the responsibility of the Owner and the Owner's management. Our responsibility is to express an opinion on the Final Cost Certification based on our audit.

We conducted our audit in accordance with generally accepted auditing standards. Those standards require that we plan and perform the audit to obtain reasonable assurance about whether the Final Cost Certification is free of material misstatement. An audit includes examining, on a test basis, evidence supporting the amounts and disclosures in the Final Cost Certification. An audit also includes assessing the accounting principles used and significant estimates made by management, as well as evaluating the overall Final Cost Certification presentation. We believe that our audit provides a reasonable basis for our opinion.

The accompanying Final Cost Certification was prepared in conformity with the accounting practices prescribed by the Internal Revenue Service, under the accrual method of accounting, and in conformity with the format and qualified allocation plan rules set by TCAA, which is a comprehensive basis of accounting other than generally accepted accounting principles.

In our opinion the Final Cost Certification presents fairly, in all material respects, the actual costs of \$23,950,214 and eligible basis of \$20,946,880 of the Owner for the Project as of August 31, 2015, on the basis of accounting described above.

This report is intended solely for the information and use of the Owner and the Owner's management and for filing with TCAA and should not be used for any other purpose.

We have no financial interest in the Project other than in the practice of our profession.

*Dauby O'Connor & Zaleski, LLC*

Dauby O'Connor & Zaleski, LLC  
Certified Public Accountants

January 6, 2016  
Carmel, Indiana

Georgia Department of Community Affairs  
Office of Affordable Housing  
Low Income Housing Tax Credit Program

## **Final Cost Certification Instructions**

To complete the Final Cost Certification, use your "Tab" key to move through each tab of each page. The entire form and each page should be completed in order, from left to right. All shaded data entry cells are unlocked for your use, but purple-shaded cells also contain default formulas/references which may assist you. It is generally recommended that you leave these cells alone, but there may be cases where you will need to manually overwrite the formula depending on the specifics of your proposal. Please refer to the Qualified Allocation Plan ("QAP") for the year in which your project was awarded credits to ensure your project meets all of that year's QAP requirements.

When you have completed the Final Cost Certification, you must send a hard copy and an electronic copy to the DCA tax credit department. You will also need to mail all of the items listed on the Documents Checklist tab. Once all of those items are received, DCA will review and approve the cost certification application prior to issuing 8609s (depending on the time of year, the minimum time could be 90 days or longer). Prior to issuing the 8609s, the underwriter will e-mail the Final Cost Certification, with any changes made, back to the developer. The developer will need to print the entire document, complete and sign the Certification page, and mail it back to DCA along with the Independent Auditors' Report (Auditor Cert tab) on auditors' letterhead. Mistakes in the Cost certification application will result in a delay in issuing of 8609s.

DCA requires that all projects pass a final architectural review and complete the first compliance monitoring without significant issues before 8609s are issued. In order to expedite the issuance of 8609s for the project, DCA has instituted a pre-cost certification process for obtaining the required final compliance and architectural approvals. Prior to submitting the cost certification, you may request that DCA schedule the final architectural inspection and first compliance monitoring visit for the property. The Request for Inspection form should be filled out and mailed/faxed/emailed to DCA's office when construction is 90-95% complete. Within 21 calendar days of notification, DCA's inspection consultant will perform the final inspection. If you do not elect to take advantage of this pre cost certification process, the processing of your 8609s may be delayed.

Please note that the Qualified Allocation Plan requires that the Owner pay the cost of the final inspection. DCA will provide you with a bill for those services when it is received from the consultant assigned to your project.

Compliance monitoring visits are normally scheduled within sixty days of receipt of the attached request. Once both inspections have been successfully completed, DCA will issue a certificate of completion that must be included in your cost certification.

If you have questions regarding this process, please contact Fenice Taylor at (404) 679-0647 for additional information.

Georgia Department of Community Affairs  
Office of Affordable Housing  
Low Income Housing Tax Credit Program

Should you have any LIHTC-related problems or questions when completing this form, please contact Fenice Taylor at (404) 679-0647 or by e-mail at [ftaylor@dca.state.ga.us](mailto:ftaylor@dca.state.ga.us). Should you have any Excel-related problems or questions when completing this form, please contact Stephen Barrett by e-mail at [sbarrett@dca.state.ga.us](mailto:sbarrett@dca.state.ga.us).

**REQUEST FOR FINAL CONSTRUCTION COMPLIANCE INSPECTION**

*This form should be filled out and mailed/faxed/mailed to DCA's office when construction is 90-95% complete. Within 21 calendar days of notification, DCA's inspection consultant will perform the final inspection.*

*Please mail/fax/email to:*      **ATTN: Marie Palena**  
**Georgia Department of Community Affairs**  
**60 Executive Park South, NE**  
**Atlanta, GA 30329**  
**fax # (404) 679-0667**  
**email: marie.palena@dca.ga.gov**

PROJECT NAME:	<u>Oak Forest Apartments</u>	PROJECT #:	<u>2013-503</u>
STREET ADDRESS:	<u>338 Hatton Drive</u>		
CITY:	<u>Scottdale</u>	ZIP:	<u>30079-1841</u>
COUNTY:	<u>DeKalb</u>		

DCA FUNDING SOURCE (*check one*):

HOME \_\_\_\_\_

4% Bond  \_\_\_\_\_

9% \_\_\_\_\_

% Construction Complete:

(as of the date of this notification) \_\_\_\_\_

TYPE OF PROJECT (*check one*):

New \_\_\_\_\_

Rehabilitation  \_\_\_\_\_

Anticipated  
date of 100%

completion: 100%      7/17/2015

OWNER:	<u>Oak Forest - Scottdale, L.P.</u>	CONTACT:	<u>Janna Darmon</u>
STREET ADDRESS:	<u>500 E 96th Street, Suite 300</u>		
CITY:	<u>Indianapolis</u>	ZIP:	<u>46240-3778</u>
PHONE:	<u>(317) 846-3111</u>	FAX:	<u>(317) 663-6800</u>
EMAIL:	<u>jdarmon@hermankittle.com</u>		

ON-SITE MANAGEMENT CO.:	<u>Herman &amp; Kittle Properties, Inc.</u>	CONTACT:	<u>Steve Lavery</u>
LOCAL ADDRESS:	<u>500 E 96th Street, Suite 300</u>		
CITY:	<u>Indianapolis</u>	ZIP:	<u>46240-3778</u>
PHONE:	<u>(317) 663-6880</u>	FAX:	<u>(317) 663-6880</u>
EMAIL:	<u>stevelavery@hermankittle.com</u>		

### Final Allocation Application Documents Checklist

The items below must be submitted to DCA (at time the Final Cost Certification is e-mailed to the Underwriter) 3-hole punched in the following order:

Binder Tab Nbr		Applicant Verification (X)	DCA Verification (X)
1.	Completed electronic copy of Final Allocation Application in Excel (data must match hard copy)	x	
2.	Compliance Monitoring Fee (if not paid earlier)	x	
3.	Completed hard copy of Final Allocation Application (Checklist and Parts I-XI)	x	
4.	Independent Auditor's Report and Certification of Actual Costs	x	
5.	50% Test (4% Credit projects only)	x	
6.	Current estimated utility allowance schedule from utility provider or PHA	x	
7.	Certificate of Occupancy for each building (if applicable)	x	
8.	RESPA closing statement / Property Settlement Statement (if not submitted earlier)	x	
9.	Employer Identification Number letter from the IRS for Ownership Entity ("4% credit" projects only)	x	
10.	Final Development Agreement	x	
11.	Executed Limited Partnership Agreement or Operating Agreement and all amendments	x	
12.	Executed Promissory Note or current Firm Commitment Letter (less than 6 months old) from all lenders	x	
13.	Documentation from funders evidencing Government Financial Assistance ("9% credit" only; if not included in Tab 12)	n/a	
14.	Executed Rental Assistance contract (if applicable)	x	
15.	Final Site Visit form issued by DCA and signed by the Owner	to follow	
16.	Appraisal	x	
17.	Title report of property	x	
18.	Recorded LURC	x	
19.	Completed HUD LIHTC Database Form	x	
20.	Marketing Plan for affirmatively marketing to persons with disabilities and the homeless, if applicable (2010/2011 projects)	n/a	
21.	Other (if applicable) - Describe: <u>Guarantee that inspection issues will be resolved and timeline</u>	x	

If you have questions regarding this process, please contact Fenice Taylor at (404) 679-0647 for additional information.

**PART ONE - PROJECT INFORMATION - Oak Forest Apartments - 2013-503**

<b>Project Name</b>	Oak Forest Apartments	<b>DCA Project Number</b>	2013-503
Date of Final Allocation Application	12/15/15	Date of Architectural Clearance	
Start of First Year of Credit	1/1/14	Date of Compliance Clearance	

**Accountant Completing Cost Certification**

Name	William D. Farrington				Direct Line	
Address	501 Congressional Blvd					
City	Carmel	State	IN	Zip	46032	
Title	Member	E-mail	bfarrington@doz.net			
Office Phone	(317) 848-5700	Ext.	104	Fax	(317) 815-6140	

**Owner Contact for Application Review**

Name	Janna Darmon				Direct Line	(314) 518-7760	
Address	500 E 96th Street, Suite 300						
City	Indianapolis	State	IN	Zip	46240		
Title	Development Coordinator	E-mail	jdarmon@hermankittle.com				
Office Phone		Ext.		Fax	(317) 975-4453	Cellular	(314) 518-7760

**I. Project Location**

Street Address	338 Hatton Drive			Scattered Site?	No		
City	Scottsdale	Zip+4	300791841	Acreage	13.3		
Nearest Physical Address*							
Within City Limits?	Yes	In DCA Rural County?	No	County	DeKalb	Census Tract #	13089022100
In USDA Rural Area?	No	MSA name, if applicable		Atlanta-Sandy Springs-Marietta	QCT/DDA?	Yes	

\*If street address unavailable

**II. Project Description**

**A. Type of Activity:** Indicate number of units in *each* category that applies:      New Construction       Acq/Rhb       Rehab

**B. Buildings**

Number of Residential Buildings	19
Number of Non-Residential Buildings	1
Total Number of Buildings	20

**C. Unit Breakdown**

Number of Low Income Units	150	(Include manager units that are income restricted)
Number of Market Rate Units	-	
Total Residential Units	150	
Common Space Units	-	(no rent may be charged)
Total Units	150	

**PART ONE - PROJECT INFORMATION - Oak Forest Apartments - 2013-503**

**D. Unit Area**

Total Low Income Residential Square Footage	124,500
Total Market Rate Residential Square Footage	-
Total Residential Square Footage	124,500
Total Common Space Square Footage	-
Total Square Footage	124,500

**E. Targeted Population**

Number of Units Reserved for Special Needs	0
Number of Units Equipped for Mobility Impaired	8
Number of Units Equipped for Sight/Hearing Impaired	3

**III. Tax Exempt Bond Financed Project**

Issuer:	Housing Authority of the County of DeKalb, Georgia
Inducement Date:	December 14, 2012
Applicable QAP:	2013

**IV. Low Income Targeting**

Number of 30% Units	0
Number of 50% Units	0
Number of 60% Units	150
Number of PBRA Units	150

**V. Government Funding Sources (check all that apply)**

Tax Credits	<input checked="" type="checkbox"/>	USDA 515	<input type="checkbox"/>	CDBG	<input type="checkbox"/>	AHP	<input type="checkbox"/>	Historic Rehab Credits	<input type="checkbox"/>
HOME	<input type="checkbox"/>	USDA 538	<input type="checkbox"/>	HUD	<input checked="" type="checkbox"/>			FHA Insured Mortgage	<input type="checkbox"/>
Tax Exempt Bonds	<input checked="" type="checkbox"/>	FHLB	<input type="checkbox"/>	Other	<input type="checkbox"/>	<i>(describe)</i> <input type="text"/>			
Taxable Bonds	<input type="checkbox"/>	HOPE VI	<input type="checkbox"/>	Other	<input type="checkbox"/>	<i>(describe)</i> <input type="text"/>			

**VI. Owner Certification**

Deeper Targeting	<input type="checkbox"/>
Government Financial Assistance	<input type="checkbox"/>



**PART TWO - DEVELOPMENT TEAM INFORMATION - Oak Forest Apartments - 2013-503**

**I. OWNERSHIP INFORMATION**

**A. OWNERSHIP ENTITY**

Office Street Address	Oak Forest - Scottdale, L.P.				(Enter name as it will appear on all legal documents)			
City	500 E 96th Street, Suite 300	Federal Tax ID Nbr:	46-2281335					
Name of Principal	Indianapolis	State	IN	Zip	462403778			
10-Digit Office Phone / Ext.	Jeffrey Kittle	Title	Prinicpal		E-mail	jkittle@hermankittle.com		
	(317) 846-3111	Fax			Direct line	(317) 846-3111	Cellular	(317) 805-1980

**B. PARTNERSHIP INFORMATION**

**1. GENERAL PARTNER(S)**

a. Managing Gen'l Partner	Oak Forest - Scottdale, LLC				Federal Tax ID Nbr: 46-2244410			
Office Street Address	500 E 96th Street, Suite 300							
City	Indianapolis	State	IN	Zip	462403778			
Name of Principal	Jeffrey Kittle	Title	Prinicpal		E-mail	jkittle@hermankittle.com		
10-Digit Office Phone / Ext.	(317) 846-3111	Fax	(317) 663-6800	Direct Line	(317) 846-3111	Cellular	(317) 805-1980	
b. Other General Partner					Federal Tax ID Nbr:			
Office Street Address								
City		State		Zip				
Name of Principal		Title			E-mail			
10-Digit Office Phone / Ext.		Fax			Direct Line		Cellular	

**2. LIMITED PARTNERS**

a. Federal Limited Partner	Raymond James Tax Credit Fund 40, LLC				Federal Tax ID Nbr: 46-1964985			
Office Street Address	880 Carrillon Parkway							
City	St. Petersburg	State	FL	Zip	33716			
Name of Principal	Steven J. Kropf	Title	President		E-mail			
10-Digit Office Phone / Ext.		Fax	(727) 567-8455	Direct Line		Cellular		
b. State Limited Partner	Georgia Fund 2014 III, LLC				Federal Tax ID Nbr: 80-0923998			
Office Street Address	17 West Lockwood Avenue							
City	St. Louis	State	MO	Zip	06311			
Name of Principal	Stratton Whitaker	Title	Vice President of JSKV Corp		E-mail			
10-Digit Office Phone / Ext.	(314) 561-6804	Fax	(314) 968-3860	Direct Line		Cellular		

**3. NONPROFIT SPONSOR**

Nonprofit Sponsor*					Federal Tax ID Nbr:			
Office Street Address								
City		State		Zip				
Name of Principal		Title			E-mail			
10-Digit Office Phone / Ext.		Fax			Direct Line		Cellular	

**PART TWO - DEVELOPMENT TEAM INFORMATION - Oak Forest Apartments - 2013-503**

**II. DEVELOPER(S)**

**A. DEVELOPER**

Office Street Address		Herman & Kittle Properties, Inc. 500 E 96th Street, Suite 300			Federal Tax ID Nbr:		26-0002273	
City		State	IN	Zip	462403778			
Name of Principal		Title		E-mail		jkittle@hermankittle.com		
10-Digit Office Phone / Ext.		Fax	Direct Line		Cellular	(317) 805-1980		

**B. CO-DEVELOPER 1**

Office Street Address					Federal Tax ID Nbr:			
City		State		Zip				
Name of Principal		Title		E-mail				
10-Digit Office Phone / Ext.		Fax	Direct Line		Cellular			

**C. CO-DEVELOPER 2**

Office Street Address					Federal Tax ID Nbr:			
City		State		Zip				
Name of Principal		Title		E-mail				
10-Digit Office Phone / Ext.		Fax	Direct Line		Cellular			

**D. DEVELOPMENT CONSULTANT**

Office Street Address		Mize & Mize (on behalf of CohnReznick LLP) 124 Early Parkway Drive, SE			Federal Tax ID Nbr:		25-3474960	
City		State		Zip				
Name of Principal		Title		E-mail		nathan@mizeandmize.com		
10-Digit Office Phone / Ext.		Fax	Direct Line		Cellular	(770) 815-4779		

**III. OTHER PROJECT TEAM MEMBERS**

**A. OWNERSHIP CONSULTANT**

Office Street Address					Federal Tax ID Nbr:			
City		State		Zip				
Name of Principal		Title		E-mail				
10-Digit Office Phone / Ext.		Fax	Direct Line		Cellular			

**B. GENERAL CONTRACTOR**

Office Street Address		Herman & Kittle Properties, Inc. 500 E 96th Street, Suite 300			Federal Tax ID Nbr:		26-0002273	
City		State	IN	Zip	462403778			
Name of Principal		Title		E-mail		jkittle@hermankittle.com		
10-Digit Office Phone / Ext.		Fax	Direct Line		Cellular	(317) 805-1980		

**C. MANAGEMENT COMPANY**

Office Street Address		Herman & Kittle Properties, Inc. 500 E 96th Street, Suite 300			Federal Tax ID Nbr:		26-0002273	
City		State	IN	Zip	462403778			
Name of Principal		Title		E-mail		jkittle@hermankittle.com		
10-Digit Office Phone / Ext.		Fax	Direct Line		Cellular	(317) 805-1980		

**D. ATTORNEY**

Office Street Address		Herman & Kittle Properties, Inc. 500 E 96th Street, Suite 300			Federal Tax ID Nbr:		26-0002273	
City		State	IN	Zip	462403778			
Name of Principal		Title		E-mail		jkittle@hermankittle.com		
10-Digit Office Phone / Ext.		Fax	Direct Line		Cellular	(317) 805-1980		

**PART TWO - DEVELOPMENT TEAM INFORMATION - Oak Forest Apartments - 2013-503**

**E. ACCOUNTANT**

Office Street Address	Dauby O'Connor Zaleski, LLC				Federal Tax ID Nbr:	35-1750664	
City	Carmel	State	IN	Zip	430320000		
Name of Principal	Bill Farrington	Title	Partner		E-mail	bfarrington@doz.net	
10-Digit Office Phone / Ext.	(317) 819-6104	Fax		Direct Line		Cellular	

**F. ARCHITECT**

Office Street Address	Herman & Kittle Properties, Inc.				Federal Tax ID Nbr:	26-0002273	
City	Indianapolis	State	IN	Zip	462403778		
Name of Principal	Jeffrey Kittle	Title	President		E-mail	jkittle@hermankittle.com	
10-Digit Office Phone / Ext.	(317) 846-3111	Fax	(317) 663-6800	Direct Line	(317) 846-3111	Cellular	(317) 805-1980

**IV. OTHER REQUIRED INFORMATION (Answer each of the 6 questions below for each participant listed below.)**

Participant	1. Is this entity a MBE / WBE?	2. Has any person, principal, or agent for this entity ever been convicted of a felony (Yes or No)?. If yes, attach explanation.	3. Does this entity have an identity of interest with any other entity in this chart? If yes, attach explanation.	4. Does this entity have an identity of interest with any member, officer, or employee of DCA? If yes, attach explanation.	5. Has this entity ever been debarred or suspended from any local, state, or federal housing program? If yes, attach explanation.	6. Applicable Organizational Type (For Profit, Nonprofit, CHDO)	7. Project Ownership Percentage
Managing General Partner	No	No	Yes	No	No	For Profit	0.010%
Other General Partner 1							
Other General Partner 2							
Federal Limited Partner	No	No	No	No	No	For Profit	98.990%
State Limited Partner	No	No	No	No	No	For Profit	1.000%
Nonprofit Sponsor							
Developer	No	No	Yes	No	No	For Profit	0.000%
Co-Developer 1							
Co-Developer 2							
Owner Consultant							
Developer Consultant	No	No	No	No	No	For Profit	0.000%
Contractor	No	No	Yes	No	No	For Profit	0.000%
Management Company	No	No	Yes	No	No	For Profit	0.000%

**V. OWNER COMMENTS AND CLARIFICATIONS**

There should be no change in the Development Team unless the Owner has received prior written approval from DCA.

**PART THREE - SOURCES OF FUNDS - Oak Forest Apartments - 2013-503**

**I. PERMANENT FINANCING**

Financing Type	Name of Financing Entity	Principal Amount	Interest Rate	Term (Years)	Amort. (Years)	Annual Debt Svc Per Terms Given	Loan Type	Balloon?
First Mortgage	Lancaster Pollard Mortgage Co.	11,043,600	4.290%		40	578,005	Amortizing	No
Second Mortgage								
Third Mortgage								
Other Source (specify)								
Other Source (specify)								
Deferred Developer Fees	Herman & Kittle Properties, Inc.	1,147,358	variable				Cash Flow	No
Federal Grant								
State, Local, or Private Grant								
Federal Housing Credit Equity	Raymond James Tax Credit Fund 40 L	7,112,393						
State Housing Credit Equity	Georgia Fund 2014 III LLC	3,139,560						
Historic Credit Equity								
Investment Earnings from Tax-Exempt Bonds								
Investment Earnings from Taxable Bonds								
Income from Operations		1,507,303						
Other Source (specify)								
Other Source (specify)								
Other Source (specify)								
Total Permanent Financing:		<b>23,950,214</b>						
Total Development Costs from Development Cost Schedule:		<b>23,950,214</b>						
Surplus/(Shortage) of Permanent Funds to Development Costs:		<b>0</b>						

DCA HOME loan interest rate per Operating Year for Projects located in Rural Areas:

Year:	1 -7	8	9	10	11	12	13	14	15
Rate:									

**VII. OWNER COMMENTS AND CLARIFICATIONS**

**PART FOUR - USES OF FUNDS - Oak Forest Apartments - 2013-503**

**CERTIFICATION OF ACTUAL COST AND OPINION AS TO ELIGIBLE BASIS**

**I. DEVELOPMENT COST SCHEDULE**

	<b>TOTAL COST</b>	<b>New Construction Basis</b>	<b>Acquisition Basis</b>	<b>Rehabilitation Basis</b>	<b>Amortizable or Non-Depreciable Basis</b>
<b>PRE-DEVELOPMENT COSTS</b>					
Property Appraisal	16,877			16,877	
Market Study	4,500			4,500	
Environmental Report(s)	37,856			37,856	
Soil Borings					
Boundary and Topographical Survey					
Zoning/Site Plan Fees					
Other:					
<b>Subtotal</b>	<b>59,233</b>	<b>-</b>	<b>-</b>	<b>59,233</b>	<b>-</b>
<b>ACQUISITION</b>					
Land	1,000,000				1,000,000
Demolition					
Acquisition Legal Fees (if existing structures)					
Existing Structures	7,780,000		7,780,000		
<b>Subtotal</b>	<b>8,780,000</b>		<b>7,780,000</b>		<b>1,000,000</b>
<b>SITE IMPROVEMENTS</b>					
Site Preparation (On-site)	863,889			863,889	
Site Preparation (Off-site)					
<b>Subtotal</b>	<b>863,889</b>	<b>-</b>	<b>-</b>	<b>863,889</b>	<b>-</b>
<b>UNIT/BUILDING CONSTRUCTION</b>					
Unit/Building Construction/New Construction					
Unit/Building Construction/Rehab	6,765,806			6,765,806	
Project Amenities / Accessory Buildings					
Other:					
<b>Subtotal</b>	<b>6,765,806</b>	<b>-</b>	<b>-</b>	<b>6,765,806</b>	<b>-</b>
<b>CONTRACTOR SERVICES</b>					
Builder's Overhead: 2.00%	152,594			152,692	
Builder Profit: 6.00%	457,782			273,390	
General Requirements 6.00%	457,782			458,076	
Payment/performance bond or letter-of-credit fee or premium	69,552			69,552	
<b>Subtotal</b>	<b>953,710</b>	<b>-</b>	<b>-</b>	<b>953,710</b>	<b>-</b>
<b>Total Construction Costs</b>	<b>57,222.70 per unit</b>				
	<b>8,583,405</b>				<b>68.94 per sq ft</b>

PART FOUR - USES OF FUNDS - Oak Forest Apartments - 2013-503

CERTIFICATION OF ACTUAL COST AND OPINION AS TO ELIGIBLE BASIS

I. DEVELOPMENT COST SCHEDULE

	TOTAL COST	New Construction Basis	Acquisition Basis	Rehabilitation Basis	Amortizable or Non-Depreciable Basis
<b>CONSTRUCTION PERIOD FINANCING</b>					
Construction Loan Fee	110,436			110,436	
Construction Loan Interest	787,384			672,453	114,931
Construction Legal Fees					
Construction Period Real Estate Tax					
Construction Insurance	93,251			93,251	
Bridge Loan Fee and Bridge Loan Interest	136,566				136,566
Other:					
<b>Subtotal</b>	<b>1,127,637</b>	<b>-</b>	<b>-</b>	<b>876,140</b>	<b>251,497</b>
<b>PROFESSIONAL SERVICES</b>					
Architectural Fee - Design	418,827			418,827	
Architectural Fee - Supervision	48,450			48,450	
Engineering	58,527			58,527	
Real Estate Attorney	53,842			53,842	53,842
Accounting	6,700			6,700	
Other: Document Review and Interior Design Fees	85,000			50,000	35,000
<b>Subtotal</b>	<b>671,346</b>	<b>-</b>	<b>-</b>	<b>636,346</b>	<b>88,842</b>
<b>LOCAL GOVERNMENT FEES</b>					
Building Permits	129,834			129,834	
Impact Fees	13,551			13,551	
Water Tap Fees <i>waived?</i>					
Sewer Tap Fees <i>waived?</i>					
Real Estate Taxes	63,689			51,011	12,678
<b>Subtotal</b>	<b>207,074</b>	<b>-</b>	<b>-</b>	<b>194,396</b>	<b>12,678</b>
<b>PERMANENT FINANCING FEES</b>					
Permanent Loan Fees	325,463				325,463
Permanent Loan Legal Fees	81,695				81,695
Title and Recording Fees	52,242				
As-Built Survey					
Bond Issuance Premium					
Cost of Issuance / Underwriter's Discount	312,087			185,883	126,204
Other: Physical Needs Assessment	4,200			4,200	
<b>Subtotal</b>	<b>775,687</b>	<b>-</b>	<b>-</b>	<b>190,083</b>	<b>533,362</b>

**PART FOUR - USES OF FUNDS - Oak Forest Apartments - 2013-503**

**CERTIFICATION OF ACTUAL COST AND OPINION AS TO ELIGIBLE BASIS**

**I. DEVELOPMENT COST SCHEDULE**

	<b>TOTAL COST</b>	<b>New Construction Basis</b>	<b>Acquisition Basis</b>	<b>Rehabilitation Basis</b>	<b>Amortizable or Non-Depreciable Basis</b>
<b>DCA-RELATED COSTS</b>					
DCA Loan Application Fee					
Tax Credit Application Fee	70,900				70,900
DCA Waiver Fees					
LIHTC Allocation Processing Fee	56,511				
LIHTC Compliance Monitoring Fee	105,000				
DCA Front End Analysis Fee (when ID of Interest)					
DCA Final Inspection Fee					
Other:					
<b>Subtotal</b>	70,900				70,900
<b>EQUITY COSTS</b>					
Partnership Organization Fees	1,003				1,003
Tax Credit Legal Opinion					-
Other: Syndicator Legal Fees	30,000				30,000
<b>Subtotal</b>	31,003	-	-	-	31,003
<b>DEVELOPER'S FEE</b>					
Developer's Overhead	41,403				41,403
Consultant's Fee					
Developer's Fee	1,800,000		180,000	1,620,000	
<b>Subtotal</b>	1,841,403	-	180,000	1,620,000	41,403
<b>START-UP AND RESERVES</b>					
Marketing					
Rent -Up Reserves					
Operating Deficit Reserve:	699,046				699,046
Replacement Reserve	190,000				190,000
Furniture, Fixtures and Equipment					
Other: Negative Arbitrage	86,203				86,203
<b>Subtotal</b>	975,249	-	-	-	975,249
<b>OTHER COSTS</b>					
Relocation					
Other: Code Section 266 - Relocation	827,277			827,277	
Other:					
<b>Subtotal</b>	827,277	-	-	827,277	-
<b>TOTAL DEVELOPMENT COST</b>	<b>23,950,214</b>	<b>-</b>	<b>7,960,000</b>	<b>12,986,880</b>	<b>3,004,934</b>
<b>Per Unit</b>	<b>159,668.09</b>				
<b>Per Square Foot</b>	<b>192.37</b>				

**PART FOUR - USES OF FUNDS - Oak Forest Apartments - 2013-503**

**CERTIFICATION OF ACTUAL COST AND OPINION AS TO ELIGIBLE BASIS**

**II. TAX CREDIT CALCULATION - BASIS METHOD**

	New Construction Basis	4% Acquisition Basis	Rehabilitation Basis
<b>Subtractions From Eligible Basis</b>			
Amount of federal grant(s) used to finance qualifying development costs			
Amount of federal below market rate loan			
Amount of nonqualified nonrecourse financing			
Costs of Nonqualifying units of higher quality			
Nonqualifying excess portion of higher quality units			
Historic Tax Credit (Residential Portion Only)			
Other			
<b>Total Subtractions From Basis:</b>	<b>0</b>		<b>0</b>
<b>Eligible Basis Calculation</b>			
Total Basis	0	7,960,000	12,986,880
Less Total Subtractions From Basis (see above)	0		0
Total Eligible Basis	0	7,960,000	12,986,880
Eligible Basis Adjustment for DDA/QCT Location			130.00%
Adjusted Eligible Basis	0	7,960,000	16,882,944
Multiply Adjusted Eligible Basis by Applicable Fraction	<b>100.00%</b>	<b>100.00%</b>	<b>100.00%</b>
Qualified Basis	0	7,960,000	16,882,944
Multiply Qualified Basis by Applicable Credit Percentage		3.27%	3.24%
Maximum Tax Credit Amount	0	260,292	547,007
<b>Total Basis Method Tax Credit Calculation</b>		<b>807,299</b>	

**III. TAX CREDIT CALCULATION - GAP METHOD**

**Equity Gap Calculation**

Total Development Cost	23,950,214		
Subtract Non-LIHTC (excluding deferred fee) Source of Funds	12,550,903		
Equity Gap	11,399,311		
Divide Equity Gap by 10	/ 10		
Annual Equity Required	1,139,931		
Enter Final Federal and State Equity Factors (not including GP contribution)	1.2775	=	Federal
Total Gap Method Tax Credit Calculation	<b>892,314</b>		State
			0.8900 + 0.3875

**IV. TAX CREDIT CARRYOVER ALLOCATION**

Allocation Year

**V. FINAL TAX CREDIT ALLOCATION REQUEST**

**807,299**

I certify that all information provided above is true, correct, complete and reflects the full extent of all project costs and eligible basis which apply (or are expected to apply) to the above-mentioned development.

\_\_\_\_\_  
Owner Signature

\_\_\_\_\_  
Name - Please Type

\_\_\_\_\_  
Date

PART FOUR - USES OF FUNDS - Oak Forest Apartments - 2013-503

CERTIFICATION OF ACTUAL COST AND OPINION AS TO ELIGIBLE BASIS

VI. OWNER COMMENTS AND CLARIFICATIONS


**PART FIVE - UTILITY ALLOWANCES - Oak Forest Apartments - 2013-503**

DCA Utility Region for project: Middle

**I. UTILITY ALLOWANCE SCHEDULE #1**

Source of Utility Allowances  
Date of Utility Allowances

HUD Rent Schedule		
September 1, 2015	Structure	2-Story Walkup

Utility	Fuel	Paid By (check one)		Tenant-Paid Utility Allowances by Unit Size (# Bdrms)				
		Tenant	Owner	0	1	2	3	4
Heat	Electric Heat Pump	X				6	7	
Air Conditioning	Electric	X				10	16	
Cooking	Electric	X				7	9	
Hot Water	Electric	X				18	23	
Lights	Electric	X				39	45	
Water & Sewer	Submetered? <span style="border: 1px solid black; padding: 2px;">Yes</span>	X				57	64	
Refuse Collection								
<b>Total Utility Allowance by Unit Size</b>						<b>137</b>	<b>164</b>	<b>0</b>

**II. UTILITY ALLOWANCE SCHEDULE #2**

Source of Utility Allowances  
Date of Utility Allowances

	Structure	

Utility	Fuel	Paid By (check one)		Tenant-Paid Utility Allowances by Unit Size (# Bdrms)				
		Tenant	Owner	0	1	2	3	4
Heat	<<Select Fuel >>							
Air Conditioning	Electric							
Cooking	<<Select Fuel >>							
Hot Water	<<Select Fuel >>							
Lights	Electric							
Water & Sewer	Submetered? <span style="border: 1px solid black; padding: 2px;">&lt;Select&gt;</span>							
Refuse Collection								
<b>Total Utility Allowance by Unit Size</b>						<b>0</b>	<b>0</b>	<b>0</b>

*\*Elderly allowances cannot be used except at properties that have 100% HUD PBRA and satisfy the DCA definition of "elderly"*

**APPLICANT COMMENTS AND CLARIFICATIONS**

**DCA COMMENTS**



**PART SIX - PROJECTED REVENUES & EXPENSES - Oak Forest Apartments - 2013-503**

**III. ANCILLARY AND OTHER INCOME** (annual amounts)

<b>Ancillary Income</b>	12,500 Limited to 2% of potential gross income									
<b>Other Income (by Year)</b>	1	2	3	4	5	6	7	8	9	10
Property Tax Abatement										
Property Tax Exemption										
Operating Subsidy										
Other:										
<b>Total</b>	-	-	-	-	-	-	-	-	-	-
	11	12	13	14	15	16	17	18	19	20
Property Tax Abatement										
Property Tax Exemption										
Operating Subsidy										
Other:										
<b>Total</b>	-	-	-	-	-	-	-	-	-	-
	21	22	23	24	25	26	27	28	29	30
Property Tax Abatement										
Property Tax Exemption										
Operating Subsidy										
Other:										
<b>Total</b>	-	-	-	-	-	-	-	-	-	-

**IV. ANNUAL OPERATING EXPENSE BUDGET**

<b>On-Site Staff Costs</b>			
Management Salaries & Benefits		100,000	
Maintenance Salaries & Benefits		90,000	
Support Services Salaries & Benefits			
Other Worker's Comp and Payroll Taxes		15,000	
<b>Subtotal</b>		205,000	
<b>On-Site Office Costs</b>			
Office Supplies & Postage		7,500	
Telephone		10,000	
Travel		5,000	
Leased Furniture / Equipment			
Activities Supplies / Overhead Cost			
Other Bank Fee, Subscriptions, Training, Software and		25,000	
<b>Subtotal</b>		47,500	
<b>Maintenance Expenses</b>			
Contracted Repairs			
General Repairs		37,500	
Grounds Maintenance		33,750	
Extermination		5,000	
Maintenance Supplies			
Elevator Maintenance			
Redecorating			
Other Painting and Cleaning		37,500	
<b>Subtotal</b>		113,750	
<b>On-Site Security</b>			
Contracted Guard		60,000	
Electronic Alarm System			
<b>Subtotal</b>		60,000	
<b>Professional Services</b>			
Legal			7,500
Accounting			12,000
Advertising			11,250
Other			
<b>Subtotal</b>			30,750
<b>Utilities</b>			
Electricity			26,250
Natural Gas			
Water & Sewer			26,250
Trash Collection			30,000
Other Service Fee - Submetering and Other			5,000
<b>Subtotal</b>			87,500
<b>Taxes and Insurance</b>			
Real Estate Taxes			104,469
Insurance			52,500
Other Housing Authority Bond Issuer Admin Fee, MIP			52,000
<b>Subtotal</b>			208,969
<b>Management Fee</b>			63,639
<b>Other Mortgage Insurance Premium</b>			45,888
<b>TOTAL OPERATING EXPENSES</b>	5,447.39 per unit		817,108
<b>Replacement Reserve</b>	350.00 per unit		52,500
<b>TOTAL ANNUAL EXPENSES</b>			869,608

PART SIX - PROJECTED REVENUES & EXPENSES - Oak Forest Apartments - 2013-503

V. OWNER COMMENTS AND CLARIFICATIONS

1.) 'Other' includes 15-year average annual mortgage insurance premium of \$45,888 required by the FHA 221(d)(4) mortgage insurance program
2.)
3.)
4.)
5.)
6.)
7.)
8.)

**PART SEVEN - OPERATING PRO FORMA - Oak Forest Apartments - 2013-503**

**I. OPERATING ASSUMPTIONS**

Revenue Growth	2.00%	Asset Management Fee	7,500	Yr 1 Asset Mgt Fee Percentage of EGI:	-0.00444497
Expense Growth	3.00%	Incentive Management Fee		Yr 1 Incent Mgt Fee Percentage of EGI:	0
Reserves Growth	3.00%	Property Mgt Fee Growth (choose only one option):		Yr 1 Prop Mgt Fee Percentage of EGI:	-0.03499972
Vacancy & Collection Loss	7.00%	Expense Growth Rate (3.00%)	No		
Ancillary Income Limit	2.00%	Percent of Effective Gross Income	Yes	If Percent of EGI, indicate percentage:	3.500%

**II. OPERATING PRO FORMA**

Year	1	2	3	4	5	6	7	8	9	10
Revenues	1,801,800	1,837,836	1,874,593	1,912,085	1,950,326	1,989,333	2,029,119	2,069,702	2,111,096	2,153,318
Ancillary Income	12,500	12,750	13,005	13,265	13,530	13,801	14,077	14,359	14,646	14,939
Vacancy	(127,001)	(129,541)	(132,132)	(134,774)	(137,470)	(140,219)	(143,024)	(145,884)	(148,802)	(151,778)
Other Income	-	-	-	-	-	-	-	-	-	-
Expenses less Mgt Fee	(753,469)	(776,073)	(799,355)	(823,336)	(848,036)	(873,477)	(899,681)	(926,672)	(954,472)	(983,106)
Property Mgmt	(59,055)	(60,237)	(61,441)	(62,670)	(63,924)	(65,202)	(66,506)	(67,836)	(69,193)	(70,577)
Reserves	(52,500)	(54,075)	(55,697)	(57,368)	(59,089)	(60,862)	(62,688)	(64,568)	(66,505)	(68,501)
NOI	822,275	830,660	838,972	847,201	855,337	863,373	871,298	879,100	886,769	894,295
D/S First Mortgage	(578,005)	(578,005)	(578,005)	(578,005)	(578,005)	(578,005)	(578,005)	(578,005)	(578,005)	(578,005)
D/S Second Mortgage	-	-	-	-	-	-	-	-	-	-
D/S Third Mortgage	-	-	-	-	-	-	-	-	-	-
D/S	-	-	-	-	-	-	-	-	-	-
D/S	-	-	-	-	-	-	-	-	-	-
DCA HOME Cash Resrv.										
DDF	(236,770)	(245,155)	(253,468)	(261,696)	(150,269)	-	-	-	-	-
Asset Mgmt	(7,500)	(7,500)	(7,500)	(7,500)	(7,500)	(7,500)	(7,500)	(7,500)	(7,500)	(7,500)
Incentive Mgmt	-	-	-	-	(106,400)	(247,275)	(254,327)	(261,270)	(268,095)	(274,792)
Cash Flow	0	0	(0)	0	13,164	30,593	31,466	32,325	33,169	33,998
DCR First Mortgage	1.42	1.44	1.45	1.47	1.48	1.49	1.51	1.52	1.53	1.55
DCR Second Mortgage										
DCR Third Mortgage										
DCR										
DCR										
First Mortgage Balance	10,937,291	10,826,332	10,710,517	10,589,635	10,463,463	10,331,772	10,194,318	10,050,850	9,901,105	9,744,809
Second Mortgage Balance										
Third Mortgage Balance										
Balance										
Balance										
DDF Balance	732,329	487,174	233,706	(27,990)	-	-	-	-	-	-

**PART SEVEN - OPERATING PRO FORMA - Oak Forest Apartments - 2013-503**

**I. OPERATING ASSUMPTIONS**

Revenue Growth	2.00%	Asset Management Fee	7,500	Yr 1 Asset Mgt Fee Percentage of EGI:	-0.00444497
Expense Growth	3.00%	Incentive Management Fee		Yr 1 Incent Mgt Fee Percentage of EGI:	0
Reserves Growth	3.00%	Property Mgt Fee Growth (choose only one option):		Yr 1 Prop Mgt Fee Percentage of EGI:	-0.03499972
Vacancy & Collection Loss	7.00%	Expense Growth Rate (3.00%)	No		
Ancillary Income Limit	2.00%	Percent of Effective Gross Income	Yes	If Percent of EGI, indicate percentage:	3.500%

**II. OPERATING PRO FORMA**

Year	11	12	13	14	15	16	17	18	19	20
Revenues	2,196,384	2,240,312	2,285,118	2,330,820	2,377,437	2,424,986	2,473,485	2,522,955	2,573,414	2,624,882
Ancillary Income	15,237	15,542	15,853	16,170	16,493	16,823	17,160	17,503	17,853	18,210
Vacancy	(154,814)	(157,910)	(161,068)	(164,289)	(167,575)	(170,927)	(174,345)	(177,832)	(181,389)	(185,016)
Other Income	-	-	-	-	-	-	-	-	-	-
Expenses less Mgt Fee	(1,012,599)	(1,042,977)	(1,074,267)	(1,106,495)	(1,139,689)	(1,173,880)	(1,209,097)	(1,245,369)	(1,282,731)	(1,321,212)
Property Mgmt	(71,988)	(73,428)	(74,897)	(76,395)	(77,922)	(79,481)	(81,070)	(82,692)	(84,346)	(86,033)
Reserves	(70,556)	(72,672)	(74,852)	(77,098)	(79,411)	(81,793)	(84,247)	(86,775)	(89,378)	(92,059)
NOI	901,665	908,867	915,887	922,714	929,333	935,728	941,886	947,790	953,424	958,772
D/S First Mortgage	(578,005)	(578,005)	(578,005)	(578,005)	(578,005)	(578,005)	(578,005)	(578,005)	(578,005)	(578,005)
D/S Second Mortgage	-	-	-	-	-	-	-	-	-	-
D/S Third Mortgage	-	-	-	-	-	-	-	-	-	-
D/S	-	-	-	-	-	-	-	-	-	-
D/S	-	-	-	-	-	-	-	-	-	-
DCA HOME Cash Resrv.										
DDF	-	-	-	-	-	-	-	-	-	-
Asset Mgmt	(7,500)	(7,500)	(7,500)	(7,500)	(7,500)	-	-	-	-	-
Incentive Mgmt	(281,351)	(287,760)	(294,007)	(300,082)	(305,973)					
Cash Flow	34,809	35,602	36,375	37,126	37,855	357,723	363,881	369,785	375,419	380,767
DCR First Mortgage	1.56	1.57	1.58	1.60	1.61	1.62	1.63	1.64	1.65	1.66
DCR Second Mortgage										
DCR Third Mortgage										
DCR										
DCR										
First Mortgage Balance	9,581,673	9,411,400	9,233,677	9,048,177	8,854,562					
Second Mortgage Balance										
Third Mortgage Balance										
Balance										
Balance										
DDF Balance	-	-	-	-	-					

**PART SEVEN - OPERATING PRO FORMA - Oak Forest Apartments - 2013-503**

**I. OPERATING ASSUMPTIONS**

Revenue Growth	2.00%	Asset Management Fee	7,500	Yr 1 Asset Mgt Fee Percentage of EGI:	-0.00444497
Expense Growth	3.00%	Incentive Management Fee		Yr 1 Incent Mgt Fee Percentage of EGI:	0
Reserves Growth	3.00%	Property Mgt Fee Growth (choose only one option):		Yr 1 Prop Mgt Fee Percentage of EGI:	-0.03499972
Vacancy & Collection Loss	7.00%	Expense Growth Rate (3.00%)	No		
Ancillary Income Limit	2.00%	Percent of Effective Gross Income	Yes	If Percent of EGI, indicate percentage:	3.500%

**II. OPERATING PRO FORMA**

Year	21	22	23	24	25	26	27	28	29	30
Revenues	2,677,380	2,730,928	2,785,546	2,841,257	2,898,082	2,956,044	3,015,165	3,075,468	3,136,977	3,199,717
Ancillary Income	18,574	18,946	19,325	19,711	20,105	20,508	20,918	21,336	21,763	22,198
Vacancy	(188,717)	(192,491)	(196,341)	(200,268)	(204,273)	(208,359)	(212,526)	(216,776)	(221,112)	(225,534)
Other Income	-	-	-	-	-	-	-	-	-	-
Expenses less Mgt Fee	(1,360,849)	(1,401,674)	(1,443,725)	(1,487,036)	(1,531,647)	(1,577,597)	(1,624,925)	(1,673,672)	(1,723,883)	(1,775,599)
Property Mgmt	(87,753)	(89,508)	(91,299)	(93,125)	(94,987)	(96,887)	(98,824)	(100,801)	(102,817)	(104,873)
Reserves	(94,821)	(97,665)	(100,595)	(103,613)	(106,722)	(109,923)	(113,221)	(116,618)	(120,116)	(123,720)
NOI	963,815	968,535	972,911	976,926	980,559	983,786	986,587	988,937	990,813	992,189
D/S First Mortgage	(578,005)	(578,005)	(578,005)	(578,005)	(578,005)	(578,005)	(578,005)	(578,005)	(578,005)	(578,005)
D/S Second Mortgage	-	-	-	-	-	-	-	-	-	-
D/S Third Mortgage	-	-	-	-	-	-	-	-	-	-
D/S	-	-	-	-	-	-	-	-	-	-
D/S	-	-	-	-	-	-	-	-	-	-
DCA HOME Cash Resrv.										
DDF	-	-	-	-	-	-	-	-	-	-
Asset Mgmt	-	-	-	-	-	-	-	-	-	-
Incentive Mgmt	-	-	-	-	-	-	-	-	-	-
Cash Flow	385,810	390,530	394,906	398,921	402,554	405,781	408,582	410,932	412,808	414,184
DCR First Mortgage	1.67	1.68	1.68	1.69	1.70	1.70	1.71	1.71	1.71	1.72
DCR Second Mortgage										
DCR Third Mortgage										
DCR										
DCR										
First Mortgage Balance										
Second Mortgage Balance										
Third Mortgage Balance										
Balance										
Balance										
DDF Balance										

**PART SEVEN - OPERATING PRO FORMA - Oak Forest Apartments - 2013-503**

**I. OPERATING ASSUMPTIONS**

Revenue Growth	2.00%	Asset Management Fee	<input type="text" value="7,500"/>	Yr 1 Asset Mgt Fee Percentage of EGI:	-0.00444497
Expense Growth	3.00%	Incentive Management Fee	<input type="text"/>	Yr 1 Incent Mgt Fee Percentage of EGI:	0
Reserves Growth	3.00%	Property Mgt Fee Growth (choose only one option):	<input type="text"/>	Yr 1 Prop Mgt Fee Percentage of EGI:	-0.03499972
Vacancy & Collection Loss	<input type="text" value="7.00%"/>	Expense Growth Rate (3.00%)	<input type="text" value="No"/>		
Ancillary Income Limit	2.00%	Percent of Effective Gross Income	<input type="text" value="Yes"/>	If Percent of EGI, indicate percentage:	<input type="text" value="3.500%"/>

**II. OPERATING PRO FORMA**

**III. OWNER COMMENTS AND CLARIFICATIONS**













**PART NINE - NARRATIVE DESCRIPTION OF MATERIAL CHANGES - Oak Forest Apartments - 2013-503**

Project Name: **Oak Forest Apartments** DCA Project Nbr: **2013-503**

Provide a narrative description of significant changes that have occurred in the project since full application.

**Development Costs**

Describe circumstances that caused significant cost overruns. For example, start of construction delayed (give reason), storm water regulatory changes, building code changes, impervious surface or open space ordinance changes.

**Operating Costs**

Describe circumstances that caused a significant increase in expense items or introduced expenses not originally projected. For example, large increase in property taxes or insurance, or property now paying for water and sewer.

Georgia Department of Community Affairs  
Office of Affordable Housing  
Final Allocation Application  
OWNER CERTIFICATION

Name of Ownership Entity: Oak Forest - Scottdale, L.P. ("Owner")  
Tax ID Number: 46-2281335

The undersigned \_\_\_\_\_ of the Owner, in connection with the award and allocation by the Georgia Department of Community Affairs ("GDCA") of low income housing credits ("Allocation") hereby certifies on behalf of the Owner as follows:

- (a) The Owner (i) is validly existing and qualified to transact business under the laws of Georgia, (ii) has the full power and authority to own its properties and assets and to carry on its business as now being conducted, and (iii) has the full legal right, power and authority to execute and deliver this document.
- (b) There is no action, suit or proceeding at law or in equity or by or before any governmental instrumentality or other agency now pending, or, to the knowledge of the Owner, threatened against or affecting it or any of its properties or rights, which, if adversely determined, would materially impair its right to carry on business substantially as now conducted or would materially adversely affect its financial condition or which would impair the use of the Project as contemplated by this document.
- (c) The information contained herein is accurate.

The Owner authorized the GDCA to utilize this information to calculate the amount of federal low-income housing tax credits and acknowledges that the following constitute conditions to the Allocation:

- (1) accuracy of the facts and compliance with representations contained in the Allocation documentation and the Project's application for low-income housing tax credits ("Application"),
- (2) completion of construction as depicted on the site layout, floor plan and elevations submitted with the Application,
- (3) adherence to the Qualified Allocation Plan for the year in which the credits were awarded, and
- (4) provision and maintenance of those certain unit and project amenities for the benefit of the tenants described in the Application.

The Owner's or Project's failure to comply with all such conditions without prior written authorization from the GDCA will entitle the GDCA, in its discretion, to deem the Allocation to be cancelled by mutual consent. After any such cancellation, Owner acknowledges that neither it nor the Project will have any right to claim Credits pursuant to the Allocation. The GDCA reserves the right, in its discretion, to modify and/or waive any such failed condition.

By: \_\_\_\_\_  
a \_\_\_\_\_ Limited \_\_\_\_\_  
(state)

By: \_\_\_\_\_ ATTEST: (if applicable)  
(signature)  
Name: \_\_\_\_\_  
Title: \_\_\_\_\_  
Date: \_\_\_\_\_ Secretary

[Corporate Seal]  
(if applicable)

**PART ELEVEN - 50% TEST - Oak Forest Apartments - 2013-503**

Project Name: **Oak Forest Apartments** DCA Project Nbr: **2013-503**

1.) Tax-exempt bond proceeds:	11,043,600
2.) Aggregate basis of building and land:	21946880
3.) Percentage of aggregate basis financed by tax-exempt bonds:	50.3%

**HUD LIHTC Database Data Collection Form**

OMB Approval No. 2528-0165 (Exp. 6/30/2016)

State: Georgia Allocating Agency Name: Georgia Department of Community Affairs

Project Identification Number (PIN): (Ga DCA Project Nbr) 2013-503

Project Name: Oak Forest Apartments

Project Address: (NUMBER and STREET) 338 Hatton Drive

Scottdale GA 30079-1841  
(CITY) (STATE) (ZIP)

Building Identification Numbers (BIN): (ST-YR-XXXXX) Building 1: 13-50301 Building 2: 13-50302

Building Address: (STREET) 338 Hatton Drive

Scottdale GA 30079-1841  
(CITY) (STATE) (ZIP)

Owner/Owner's Representative: Jeffrey Kittle  
(FIRST NAME) (LAST NAME)

Herman & Kittle Properties, Inc  
(COMPANY NAME)

500 E. 96th Street, Suite 300  
(NUMBER) (STREET)

Indianapolis IN 00000-6240  
(CITY) (STATE) (ZIP)

317-846-3111  
(AREA CODE AND TELEPHONE NUMBER)

Annual Amount of Tax Credits Allocated: \$ 788,419

Number of *Total* Units: 150 Number of *Low Income* Units: 150

Number of Total Units by Size: 0 110 40 = 150  
0 BR 1 BR 2 BR 3 BR 4+ BR Total

What is the elected rent/income ceiling for Low Income Units in this Project? 50% AMGI  60% AMGI

Are any units set aside to have rents below the elected rent/income ceiling? Yes  No

If "Yes," how many units 0

Year Placed In Service: 2015 Year Project Received Allocation or Bond Issued: 2013

Type (check all that apply):  New Construction  Rehab (with or without acquisition)

Credit Percentage (check one):  9% (70% present value)  Both

4% (30% present value)  Tax Credit Exchange Program (TCEP) Only

**Does this LIHTC project:** Yes No **If Yes, please provide:**

Have a non-profit sponsor?

Have increased basis due to qualified census tract/difficult development area or HERA-based designation?

Have tax-exempt bond financing?

Have HUD Multi-Family financing/rental assistance?   HUD Property ID: 6,135,827

Have a Rural Housing Service (FmHA) Section 514 loan?   RD Loan #:

Have a Rural Housing Service (FmHA) Section 515 loan?   RD Loan #:

Have a Rural Housing Service (FmHA) Section 538 loan?   RD Loan #:

Have HOME Investment Partnership Program (HOME) funds?   IDIS Activity ID:  Amt:

Have Tax Credit Assistance Program (TCAP) funds?   IDIS Activity ID:  Amt:

Have Community Development Block Grant (CDBG) funds?   IDIS Activity ID:  Amt:

Have an FHA/Risk Sharing loan?   Loan #:

Form part of a HOPE VI development?   Amount:

Have Tax Credit Exchange Program (TCEP) funds?   Amount:

Target a specific population? (If yes, check all that apply)

Families  Elderly  Disabled  Homeless  Other:

Have a federal or state project-based rental assistance contract? Federal  State  Neither

If "Federal", Section 8 Contract Number: GA06L000035

**INSTRUCTIONS**

State: *Enter the Postal Service two-character abbreviation for your state.*

Project Identifying Number: *Enter the number or code sequence that your agency uses to identify properties. This should be an identifier that will permit future identification of this project.*

Project Name: *Enter the name of the project, if one exists. Example: Westside Terrace Apartments. Do not enter a partnership name (e.g., Venture Limited II).*

Project Address: *Enter the complete address of the property, including address number and street name, city, state, and (if available) ZIP Code. If the project has multiple addresses (e.g., 52-58 Garden Street), please provide this information in the space provided or on a separate list specifying the project identifying number. Do not enter a P.O. Box.*

Owner's Contact Name, Address and Phone Number: *Enter the name, address and phone number of the owner or owner's contact person. This will often be a representative of the general partner. This information will be used for future mail or telephone contacts regarding the development. As such, we need an individual and company name and address as opposed to the partnership name.*

Annual Amount of Tax Credits Allocated: *Enter the total dollar amount of federal tax credits that may be claimed each year by the owners of this project. If the property is receiving only TCEP funds, enter 0 and report TCEP funds below.*

Number of Total Units: *Enter the total number of units in the project, summing across buildings if needed.*

Number of Low Income Units: *Enter the number of units in the project (summing across buildings if necessary) that were qualified to receive Low Income Housing Tax Credits when the building(s) was/were placed in service.*

Number of Total Units by Size: *Enter the number of units in the project (summing across buildings if necessary) that have 0, 1, 2, 3, or 4 or more bedrooms. Make sure the units sum to the total number of units in project.*

Elected Rent/Income Ceiling: *Indicate whether the project qualifies for tax credits with units set aside for tenants with income less than or equal to 50% of Area Median Gross Income (AMGI) or 60% of AMGI.*

Units Below Elected Rent/Income Ceiling: *Check yes if any units in the project have rent levels set below the elected maximum. If yes, enter the number of units which meet this criteria.*

Year Placed in Service: *Enter the year the project was placed in service. If this is a multiple building project, with more than one placed in service date, enter the most recent date. Placement in service date is available from IRS Form 8609, Item 5.*

Year Project Received Allocation or Bond Issued: *Enter the initial allocation year for which tax credits were awarded for the project. Allocation date is available from IRS Form 8609, Item 1a. If the project received multiple allocations, use earliest allocation year. If no allocation was required (i.e., 50 percent or greater tax-exempt bond financed) and IRS Form 8609 Item 1a is blank, enter the year the bond was issued.*

Type (New Construction or Acquisition/Rehab): *Enter the production type for which the project is receiving tax credits, i.e., a newly constructed project and/or one involving rehabilitation. If the project involves both New Construction and Rehab, check both boxes. (Construction type can be inferred from IRS Form 8609, Item 6. If box a or b is checked, the building is new construction. If box c and d or e is checked, the building is acquisition/rehab.)*

Credit Percentage: *Indicate the type of credit provided: 9% credit (70% present value) or 4% (30% present value). Maximum applicable credit percentage allowable is available from IRS Form 8609, Item 2. The entry on the 8609 is an exact percentage for the project and may include several decimal places (e.g., 8.89% or 4.2%). Please check the closest percentage -- either 9 or 4 percent. The box marked "Both" may be checked when acquisition is covered at 4% and rehab at 9%. If the property received only Tax Credit Exchange Program (TCEP) funds, please indicate.*

Non-profit sponsor? *Check yes if the project sponsor is a 501(c)(3) nonprofit entity. Use the same criteria for determining projects to be included in the 10 percent non-profit set aside.*

Increased Basis Due to Qualified Census Tract (QCT) or Difficult Development Area (DDA)? *Check yes if the project actually received an increase in the eligible basis due to its location in a QCT, DDA, or HERA-authorized DDA designation. Increased basis can be determined from IRS Form 8609, Item 3b. (Note: Projects may be located in a QCT or DDA without receiving the increase.)*

Tax-exempt bond financing? *Check yes if financing was provided through tax-exempt bonds. Use of tax-exempt bonds can be determined from IRS Form 8609, Item 4, which shows percentage of basis financed from this source.*

HUD Multi-Family financing/rental assistance? *Check yes if financing or rental assistance was provided through one of HUD's Office of Multi-Family programs, including Section 221(d)(3) BMIR; Section 236; Rental Assistance Payment (RAP); Rent Supplement; Section 8 Project-Based Assistance; Section 202 PACs; Section 202 PRACs; Section 202 without Assistance; Section 811 PRACs, and provide the HUD property ID (REMS ID).*

Rural Housing Service (RHS) Section 514 loans? *Check yes if the project was financed with a Rural Housing Service Section 515 direct loan.*

Rural Housing Service (RHS) Section 515 loans? *Check yes if the project was financed with a Rural Housing Service Section 515 direct loan.*

Rural Housing Service (RHS) Section 538 loans? *Check yes if the project was financed with a Rural Housing Service Section 538 loan guarantee, and provide the loan number.*

HOME, TCAP or CDBG funds? *Check yes if the project was developed using HOME, TCAP or CDBG funds, and provide the IDIS Activity ID number and the dollar amount of funds.*

FHA/Risk Sharing loan? *Check yes if the project has an FHA/HUD Risk Sharing loan, and provide the loan number.*

Part of a HOPE VI development? *Check yes if the project is part of a HOPE VI public housing revitalization effort, and provide the dollar amount of HOPE VI funds related to development or building costs only.*

TCEP Funds? *Check yes if the project was developed using Tax Credit Exchange Program (TCEP) funds, and provide the dollar amount of funds.*

Population targeting? *Check yes if the project targets a specific population, such as families, elderly, people with disabilities, homeless, or other.*

Federal or state project-based rental assistance contract? *Check yes if the project has a signed contract for federal or state project- based rental assistance, subsidizing rent for low-income tenants.*

**PUBLIC BURDEN STATEMENT**

Public reporting burden for this collection of information is estimated to average 8 hours for each response. This includes the time for collecting, reviewing, and reporting the data. The information will be used to measure the number of units of housing financed with the Low- Income Housing Tax Credit (LIHTC) that are produced each year. The information will also be used to analyze the characteristics of these housing units, and will be released to the public. This agency (HUD) may not collect this information, and you are not required to complete this form unless it displays a currently valid OMB control number.

CONSULTANT: 0  
 PARTNERSHIP NAME: Oak Forest - Scottdale, L.P.  
 PROJECT NAME: Oak Forest Apartments

*Objective: Is the Final Cost Certification Package Complete?*

Are all required items on application checklist included? If not, notify the owner and ask for missing items. Is the project concept (unit mix, income restrictions) the same as what was proposed in the application? Any project changes need DCA's prior written approval. Compare unit mix (total # of units, # of low-income units, # of market rate units, # of common space employee units) with the recorded land use restrictive covenant in the project file. Contact Owner to resolve any discrepancies.

Done By	Remarks

**1. FINANCIAL FEASIBILITY**

**Total Development Cost Schedule:**

- a) Is the total cost of the project within DCA limits? Is each of the cost items within DCA limits?
- b) For 2001 and 2002 4% deals only: Is the total development cost less than or equal to the applicable cost limit? Is the final credit amount less than or equal to the credit amount requested in the original application?
- c) Review the Development Agreement. Is the total developer fee equal to or below the limit? If acquisition/rehab, if the developer fee split appropriately between the two?
- d) Are the fees to the contractor calculated correctly?
- e) Confirm the property acquisition cost by reviewing the settlement statement and appraisal.
- f) Determine the building cost for an acquisition deal by checking the appraisal and settlement statement.
- g) Determine if the costs included in eligible basis are reasonable and appropriate.
- h) Calculate the credit amount: For the Basis Method review exclusions from eligible basis, verify if a QCT/DDA. For GAP Method: Check equity prices. Verify what the credit determination was.


**Total Sources of Funds:**

- a) Determine loan amounts, interest rates and terms tied to financing documents.
- b) Determine tax-exempt and taxable bond amounts if applicable. Determine investment earnings attributable to tax-exempt bond financing.
- c) Calculate the debt service for each loan amount
- d) Tie the equity contribution shown in the cost cert package to the limited partnership agreement


CONSULTANT: 0  
 PARTNERSHIP NAME: Oak Forest - Scottdale, L.P.  
 PROJECT NAME: Oak Forest Apartments

**Done By**                      **Remarks**

**Income:**

- a) Check income/rent targeting with applicable limits.
- b) Check that utility allowances are current
- c) Other Income: If amenities such as garages and storage units are for rent, the associated costs cannot be included in eligible basis.


**Operating Expenses:**

- a) Does the project meet the minimum operating expenses per DCA's requirement or is there an approved waiver?
- b) Check the appraisal to determine if the operating expenses are reasonable.
- c) Are the replacement reserves per DCA requirements?


**Operating Proforma:**

- a) Are the DCA underwriting assumptions and trending followed for income, expenses and vacancy?
- b) Does the DCR for year one meet DCA's guidelines? Does the DCR through year 15 meet DCA's guidelines?
- c) Is the deferred developer fee paid over 10 or 15 years? Check appropriate QAP for guidelines. Does the Development Agreement agree to this?


**Scoring - 9% Credit projects only:**

- a) Compare deeper income/rent targeting at final allocation application with initial application/scoring.
- b) Compare government financial assistance at final allocation application with initial application/scoring.


**2. BUILDING BY BUILDING CREDIT ALLOCATION**

- a) Verify building addresses
- b) Verify Certificates of Occupancy match building address and dates on COs match the dates on the building by building credit allocation form.
- c) Determine if number of residential buildings exceeds number of BINs issued at Carryover. Notify DCA if this is the case.
- d) Determine whether there are common space employee units; if so, make sure they are not included in the total residential unit count and related square footage.
- e) Determine that the applicable fraction calculation has been done correctly.


CONSULTANT: 0  
 PARTNERSHIP NAME: Oak Forest - Scottdale, L.P.  
 PROJECT NAME: Oak Forest Apartments

- f) Determine Placement in Service Dates as applicable:
  - a. New Construction (tied to CO date for each building)
  - b. Rehab
  - c. Acquisition (tied to date of acquisition or CO as applicable)
- g) Determine the applicable credit percentage is tied to the Credit Election Statement or Place in Service Dates.
- h) For 9% deals, determine that final credit amount is limited to Carryover, or for 4% deals, the amount stated in the Determination Letter for years 2003-2005 QAPs. Adjust if necessary.
- i) Check for rounding errors between sum of building credit allocations and total allocation.
- j) Notify owner of any discrepancy in credit amount.

Done By	Remarks

**3. 8609/IT – HC INSTRUCTIONS:**

- a) One instruction sheet for each allocation
- b) One instruction sheet for each type of activity (New Construction, Acquisition, Rehab)
- c) Check Project Name
- d) Check ownership entity name
- e) Check TIN
- f) Check Carryover for allocation date for 9% deals, leave allocation date blank for 4% deals.
- g) For 4% deals only: show calculation for tax-exempt bond amount, investment earnings attributable to tax-exempt bonds and aggregate basis.
- h) Determine appropriate development/financing/allocation type
- i) Prepare a credit recapture notice if applicable


**4. COMPLETE CHECKLIST, 8609 FORMS, APPLICABLE SPREADSHEETS, AND ANY NOTES (both hard copy and electronic)**

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Reviewer Comments
