

This Form is for Developments receiving a reservation of credits under the QAP

1. DEVELOPMENT INFORMATION

DEVELOPMENT NAME: _____
TAX CREDIT BUILDING IDENTIFICATION NUMBER (BIN): _____
HOME/DEVELOPMENT FUND AWARD NUMBER (IF ANY): _____
USDA/DEVELOPMENT FUND AWARD NUMBER (IF ANY): _____
FEDERAL HOME LOAN BANK ID NUMBER (IF ANY): _____
DATE PLACED IN SERVICE (OR WILL PLACE IN SERVICE): _____

a. Property Address: _____
City: _____ State: _____
Zip Code: _____ Phone: (____) _____
Email: _____

b. Owner Name: _____
Owner Contact: _____
Address: _____
City: _____ State: _____
Zip Code: _____ Phone: (____) _____
Email: _____

c. Management Company: _____
Contact Name: _____
Address: _____
City: _____ State: _____
Zip Code: _____ Phone: (____) _____
Email: _____

d. Number of buildings in Development: _____
Number of RHTC Units/Apartments: _____
Total number of Units/Apartments: _____
Total number of Home assisted Units: _____
Total number of USDA assisted Units: _____



2. BUILDING PERMIT INFORMATION

- a. State Plan Release Project #: _____
- b. State Plan Release Filing Date: _____
- c. Building Permit Issuance Date: _____
- d. Initial Date buildings were constructed: _____
- e. Date buildings were rehabilitated (if applicable): _____

Please place an "X" in the box next to all types of construction applicable to the development:

3. BUILDING INFORMATION

<input type="checkbox"/>	New Construction	<input type="checkbox"/>	Number of Efficiency Units
<input type="checkbox"/>	Re-Model	<input type="checkbox"/>	Number of 1-Bedroom Units
<input type="checkbox"/>	Addition	<input type="checkbox"/>	Number of 2-Bedroom Units
<input type="checkbox"/>	Rehabilitation	<input type="checkbox"/>	Number of 3-Bedroom Units
<input type="checkbox"/>	Building Occupancy Change of Us	<input type="checkbox"/>	Number of 4-Bedroom Units
<input type="checkbox"/>	Duplex	<input type="checkbox"/>	Number of 5-Bedroom Units
<input type="checkbox"/>	Townhouse	<input type="checkbox"/>	Number of Type A Accessible Units
<input type="checkbox"/>	Single Family Dwelling	<input type="checkbox"/>	Number of Type B Accessible Units
<input type="checkbox"/>	Single Story	<input type="checkbox"/>	Number of Fully Accessible Units
<input type="checkbox"/>	Two Story		
<input type="checkbox"/>	Three Story		
<input type="checkbox"/>	Muliti-Story		
<input type="checkbox"/>	Assisted Living/Elderly Housing		

4. DEVELOPMENT DESIGN AMENITIES

Please place an "X" in the box to mark all the development's amenities chosen for awarded points. NOTE: Please Review the Definitions of each Feature, in Appendix H, for specific Requirements (If Any).

Column 1 (10-total; 2 minimum each subcategory)	Column 2 (5-total; 2 minimum each subcategory)	Column 3 (3-total; 1 minimum each subcategory)
Tenant Entertainment Features	Unit Interior Architectural Features	Security



<input type="checkbox"/>	Playground	<input type="checkbox"/>	Wall to Wall Carpeting	<input type="checkbox"/>	Restricted Access to Property Gated Community
<input type="checkbox"/>	Bike racks	<input type="checkbox"/>	Window Blinds Or Curtains	<input type="checkbox"/>	Security Camera(s) At All entrances
<input type="checkbox"/>	Designated garden Area	<input type="checkbox"/>	Hardwood Floors	<input type="checkbox"/>	Site/Parking Area Lighting
<input type="checkbox"/>	Shuffle Board Court	<input type="checkbox"/>	Individual Porch/Patio Balcony	<input type="checkbox"/>	Security Cameras at On-Site Bus Stops
<input type="checkbox"/>	Community Room	<input type="checkbox"/>	Walk-In Closets	<input type="checkbox"/>	Intercom System/Installed Call System
<input type="checkbox"/>	Community Television	<input type="checkbox"/>	External Individual Attached Storage	<input type="checkbox"/>	Peep Hole On Exterior Doors
<input type="checkbox"/>	Designated Walking/ Jogging Path	<input type="checkbox"/>	Storm Doors	<input type="checkbox"/>	Bump-Proof Entry Door Locks
<input type="checkbox"/>	Billiards Table	<input type="checkbox"/>	Kitchen Pantry	<input type="checkbox"/>	Steel Entry Doors And Frames
<input type="checkbox"/>	Basketball Court	<input type="checkbox"/>	Raised Panel Doors	<input type="checkbox"/>	Security Alarm Doors
<input type="checkbox"/>	Swimming Pool	Unit Convenience		<input type="checkbox"/>	Security Alarm Windows
<input type="checkbox"/>	Fenced-In Tennis Court	<input type="checkbox"/>	Garbage Disposal	Life Safety & Safety	
<input type="checkbox"/>	Gazebo	<input type="checkbox"/>	Door Bells	<input type="checkbox"/>	Carbon Monoxide Detectors
<input type="checkbox"/>	Picnic Area with Permanent Grill	<input type="checkbox"/>	Cable Hook-ups	<input type="checkbox"/>	Emergency Pull-cords/ Call Button
<input type="checkbox"/>	Sand Volley Ball Court	<input type="checkbox"/>	Motion Detector Lights	<input type="checkbox"/>	Fire Extinguishers
<input type="checkbox"/>	Hot Tub Jacuzzi	<input type="checkbox"/>	Microwave	<input type="checkbox"/>	Fire Suppressers Above All Stoves
<input type="checkbox"/>	Computer Center	<input type="checkbox"/>	Clothes Washer & Dryer	<input type="checkbox"/>	Fire Sprinkler System
<input type="checkbox"/>	Exercise Room	<input type="checkbox"/>	Washer & Dryer Hook-ups	<input type="checkbox"/>	Combo Smoke Detectors
Common Area Convenience Features		<input type="checkbox"/>	Built-in Dishwasher	<input type="checkbox"/>	Recessed Clothes Dryer Flex Connector Boxes
<input type="checkbox"/>	One Parking Spot Per Unit	<input type="checkbox"/>	Whirlpool Tub	<input type="checkbox"/>	Kitchen Fire Blankets
<input type="checkbox"/>	Designated Car Wash Facility	<input type="checkbox"/>	Ceiling Fan	<input type="checkbox"/>	Emergency Escape Ladders
<input type="checkbox"/>	Garage	<input type="checkbox"/>	Access to High Speed Internet	<input type="checkbox"/>	Tenant Fire Safety Education/Training
<input type="checkbox"/>	Carport			<input type="checkbox"/>	Posted Speed Limit & "Caution Children Playing Signs"
<input type="checkbox"/>	Enclosed Bus Stop Shelter			<input type="checkbox"/>	Fenced-in Retaining Ponds



<input type="checkbox"/>	Comfort Conditioned Common Areas		<input type="checkbox"/>	Emergency Lighting
<input type="checkbox"/>	Daycare Center			
<input type="checkbox"/>	Beauty Salon/Barber Shop			
<input type="checkbox"/>	Laundry Facilities			
<input type="checkbox"/>	On-Site Manager			
<input type="checkbox"/>	On-Site Recycling Service			
Common Area Architectural				
<input type="checkbox"/>	Multiple Building Designs			
<input type="checkbox"/>	Multiple Floor Plans			
<input type="checkbox"/>	Steel Frame			
<input type="checkbox"/>	Architectural Roofing Shingles			
<input type="checkbox"/>	50% or more Brick Or Stone Exterior			
<input type="checkbox"/>	Metal Roof Covering			
<input type="checkbox"/>	Slate Roof Covering			
<input type="checkbox"/>	Sound-Proof Unit Separation Assemblies			

Please attach the narrative summary from the initial application that addresses the unique features of this development for the inspection request.

5. UNIVERSAL DESIGN FEATURES

Please place an "X" in the box to mark all the development's universal design features chosen for awarded points. For application awards after 2010, please place an "X" next to the ribbon color for points awarded, and identify chosen features

	Grey (0-Each column)		Green (1- Each column)		Yellow (2-each column)		Red (3-each column)		Blue (4-each column)
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<u>Column A</u>	<u>Column B</u>	<u>Column C</u>
<input type="checkbox"/> Front loading washer and dryer with front controls, raised on platforms to reduce need to bend, stoop, or lean over in each unit or all laundry facilities	<input type="checkbox"/> An accessible route to each bottom level unit that includes no steps or abrupt change of level (1&2 Family Dwellings Only)	<input type="checkbox"/> Audio and visual smoke detectors in each unit
<input type="checkbox"/> Accessible Deep Bathtub with door in 10% Senior/5% non-Senior Units	<input type="checkbox"/> Tambour storage in kitchen at accessible level in each unit	<input type="checkbox"/> All light switches located 48" above the finished floor in each unit
<input type="checkbox"/> A front control operated range in 10% of the units	<input type="checkbox"/> Interior pocket doors	<input type="checkbox"/> Toggle, rocker, or touch sensitive control panels instead of switches in each unit
<input type="checkbox"/> Raised oven wall cabinet	<input type="checkbox"/> Adjustable height shelves in wall cabinets	<input type="checkbox"/> Adjustable tilt mirrors in bathroom of each unit
<input type="checkbox"/> Accessible Toilets in each unit	<input type="checkbox"/> Door bell intercoms that connect to portable telephones in each unit	<input type="checkbox"/> Lever handle faucets in each unit (Excluding tub/shower faucets)
<input type="checkbox"/> Raised driveway & garage floor to eliminate barriers in 10% of the units with garages	<input type="checkbox"/> Adjustable height or hand-held showerhead with a flexible hose in all units	<input type="checkbox"/> Full length mirrors with the bottom edge no lower than 12" & top edge 72" from the floor
<input type="checkbox"/> Detectable warning strips at curb cuts and transit boarding edges throughout the development	<input type="checkbox"/> Remote control heating & cooling in each unit	<input type="checkbox"/> Unit addresses and unit numbers in Braille in 5% of the units
<input type="checkbox"/> Side by side refrigerator doors in each unit	<input type="checkbox"/> 30"x40" clear kitchen floor space in each unit	<input type="checkbox"/> Remote control lighting in bathrooms & kitchens in each unit



<input type="checkbox"/> Power operated clothing carousels in 10% of the units	<input type="checkbox"/> Table pull out in kitchen or work area	<input type="checkbox"/> Bathtub/shower controls located 48" above the tub floor in each unit
<input type="checkbox"/> Garage door openers in all garages	<input type="checkbox"/> Built in accessible height microwave in each unit	<input type="checkbox"/> Loop handled pulls on drawers & cabinets
<input type="checkbox"/> All counter tops in bathrooms and kitchens adjustable in each unit	<input type="checkbox"/> Contrasting color border for kitchen & bathroom countertops in all units	<input type="checkbox"/> Raised garden area to reduce bending/stooping/leaning
<input type="checkbox"/> Motion detector lighting at units floor level entry in each unit	<input type="checkbox"/> 30"x40" clear bathroom floor space with a door that swings out in 5% of the units	<input type="checkbox"/> Glare-free task lighting for work areas
<input type="checkbox"/> A removable base cabinet for required knee space in kitchens and baths in all bottom level units	<input type="checkbox"/> All hallways 42" or wider in each unit	<input type="checkbox"/> The bathtub controls located off center toward the outside of the tub in each unit
<input type="checkbox"/> Blind base pull-out cabinetry (Pull Out Shelving)	<input type="checkbox"/> All wall reinforcements for handrails in each unit	<input type="checkbox"/> All closet rods adjustable in each unit
<input type="checkbox"/> Roll-in shower with no curb in each of the units	<input type="checkbox"/> Wall reinforcements for grab bars in 1 st floor bathrooms (1& 2-family dwellings only)	<input type="checkbox"/> Slide or bi-folding closet doors in all units
<input type="checkbox"/> Counter cook top with toe & knee clearance underneath	<input type="checkbox"/> All doorways 32" or wider in each unit	<input type="checkbox"/> Levers instead of door or faucet knobs on every door in each unit
<input type="checkbox"/> Raised dishwasher unit that reduces bending/lifting	<input type="checkbox"/> Kitchen faucet with pull out spout in lieu of side mount sprayers in each unit	<input type="checkbox"/> All electronic outlets raised 15" to 18" above the finished floor in each unit



<input type="checkbox"/>	A fold down seat in the shower of 10% of the units	<input type="checkbox"/>	Hard-wired intercom system in each unit	<input type="checkbox"/>	Lighted door bell button in each unit
<input type="checkbox"/>	Grab bars in 1 st floor bathroom and shower in 10% of the units (1 st bathroom only for 2-bathroom units)	<input type="checkbox"/>	Significant color contrast between floor surfaces & trim in each unit	<input type="checkbox"/>	Countertop lavatories located as close as possible to the front edge of vanities in 10% of the units
<input type="checkbox"/>	Remote controlled drapes or curtains in 5% of the units	<input type="checkbox"/>	Significant color contrast between stair risers and treads in each unit containing stairways	<input type="checkbox"/>	Self-storing cabinet doors

6. High Performance Housing Characteristics

Please place an "X" in the box to mark all the development's energy efficiency features for awarded points. Please verify points may be awarded for items by complying with the applicable foot notes.

<input type="checkbox"/>	Energy Star Roofing	<input type="checkbox"/>	Water Heater Insulation Blanket
<input type="checkbox"/>	Programmable Thermostat	<input type="checkbox"/>	Energy Star Bath Fan
<input type="checkbox"/>	Energy Star Lighting	<input type="checkbox"/>	Energy Star Range Fan
<input type="checkbox"/>	Energy Star Washing Machine	<input type="checkbox"/>	Tankless Water Heater and/or Energy Star Water Heater
<input type="checkbox"/>	Energy Star Dishwasher	<input type="checkbox"/>	Toilet (1.3 GPF)
<input type="checkbox"/>	Energy Star Refrigerator	<input type="checkbox"/>	Shower Head (2-GPM)
<input type="checkbox"/>	Energy Star Ceiling Fan	<input type="checkbox"/>	Lavatory Faucet (2-GPM)
<input type="checkbox"/>	Energy Star Fenestration, Heating, and Cooling ¹	<input type="checkbox"/>	Kitchen Faucet (1.5-GPM)
<input type="checkbox"/>	Energy Star Heating ²	<input type="checkbox"/>	Energy Star Cooling ³
<input type="checkbox"/>	Energy Star Building Envelope ⁴	<input type="checkbox"/>	Energy Star Fenestration ⁵



<input type="checkbox"/>	<p>For Applications awarded prior to 2010 a 30% Eligible basis boost for achieving Energy Efficiency Demonstrated by:</p> <p>A “LEED” silver rating , the EPA’s Energy Star rating, or an equivalent rating under a rating system accredited by the American National Standards Institute.⁶</p>
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Foot Notes 1 through 6

- 1 May not choose this for points if rewarded points for the efficiency items affiliated with footnotes 2,3,&/or 5
- 2 May not choose this for points if rewarded points for the efficiency items affiliated with footnote 1
- 3 May not choose this for points if rewarded points for the efficiency items affiliated with footnote 1
- 4 May not choose this for points if rewarded points for the efficiency items affiliated with footnote 5
- 5 May not choose this for points if rewarded points for the efficiency items affiliated with footnote 4
- 6 If a 30% boost is warranted, a copy of the energy efficiency rating(s) will need to provided with the inspection request Form prior to the inspection

7. Energy Efficiency Features (Post 2010 applications)

For application awards after 2010; Please identify the Energy efficiency Rating(s) for points awarded with an "X" next to the applicable rating(s).

	LEED Silver
	LEED Gold
	LEED Platinum
	ICC 700-2008 Silver Rating National Green Building Standard
	ICC 700-2008 Gold Rating National Green Building Standard
	ICC 700-2008 Emerald Rating National Green Building Standard
	Energy Star® HERS Rating of <80
	Energy Star® HERS Rating of <75
	Energy Star® HERS Rating of <70
	Energy Star® HERS Rating of <65
	Energy Star® HERS Rating of <60



	Energy Star® HERS Rating of <55
	For other than the above rating systems; In the space below please identify the rating system(s) that are accredited by the American National Standards Institute and its' equivalent identified above.

8. Sustainable Building Features

Choose a sustainable building feature by placing an "X" in the box next to the feature and list the chosen items, for that feature, in the rows below the features heading for awarded points.

NOTE: Submit documentation with this Inspection Request Form, identifying the materials utilized for the Sustainable Building Features. Documentation must clearly identify, on this Form, the products as meeting Green Building Requirements and include the Manufacturer's name, specific product identification by model#/item#/and/or SKU#, and identify the percentage of recycled content materials the product(s) contain.

NOTE: Please Review Specific Requirements, for these categories, in Appendix I.

<input type="checkbox"/>	Recycled Content Materials
<input type="checkbox"/>	Low Volatile Organic Compounds

<input type="checkbox"/> Low Impact Construction Practices
<input type="checkbox"/> Low Impact Procurement

9. Tenant Equipment Training

<input type="checkbox"/> Smart Use Training
Please Describe What Your Training Includes:

10. DIRECTIONS TO SITE



Please provide the most efficient directions to the property, starting from the major intersection nearest to the site:

11. Additional Features

Please disclose and additional features/items provided at the development, which were not identified at the time of the initial application.

