Draft 2025 QAP Affidavits Template

Requirements:

* Their complete interest in and affiliations with the proposed Development
* Any outstanding noncompliance issues on any federal or State affordable housing program
* Any loan defaults
* All other RHTC Developments in Indiana in which they own or have owned an interest. This list must be attached to the affidavit.
* The Management Agent named in Form A must add language to its affidavit certifying that:
  + They have reviewed the application
  + They can effectively manage the property according to the requirements of the Code, this QAP, and the elections made by the Owner/Applicant in the application

**Owner/Developer Affidavit Draft Language:**

Owner/Developer AFFIDAVIT

Project: \_\_\_\_\_\_\_\_\_\_

Owner: \_\_\_\_\_\_\_\_\_\_

Location:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

I, \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_, being first duly sworn on oath, depose and say that:

1. I am an owner of \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ (the “Firm”).
2. The Firm has an ownership interest in the general partner and has been retained to provide \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ services ("Services") in connection with the proposed Project.
3. Except for fees payable to the Firm as compensation for the Services provided with respect to the Project, the Firm will have no other interests, direct or indirect, financial, or otherwise, in the Project.
4. The Firm acknowledges that it has been identified as a member of the Development Team on the Application for “Conditional” Reservation of Rental Housing Financing (the “Application”) submitted for the Project to the Indiana Housing and Community Development Authority (“IHCDA”) with respect to the Project.
5. **The Firm further acknowledges that it currently has no outstanding findings and/or assessments on any affordable housing projects administered or financed by IHCDA. The Firm further acknowledges that it has no ownership interest in any RHTC funded projects located in Indiana other than those disclosed in the attached Exhibit.**
6. The Firm hereby submits this affidavit pursuant to the requirements of the Application and IHCDA’s 2025 Qualified Allocation Plan for the State of Indiana.

Entity: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Construction/GC Affidavit**

Owner AFFIDAVIT

Project: \_\_\_\_\_\_\_\_\_\_

Owner: \_\_\_\_\_\_\_\_\_\_

Location:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

I, \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_, being first duly sworn on oath, depose and say that:

1. I am an owner of \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ (the “Firm”).
2. The Firm has been retained to provide \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ services ("Services") in connection with the proposed Project.
3. Except for fees payable to the Firm as compensation for the Services provided with respect to the Project, the Firm will have no other interests, direct or indirect, financial, or otherwise, in the Project.
4. The Firm acknowledges that it has been identified as a member of the Development Team on the Application for “Conditional” Reservation of Rental Housing Financing (the “Application”) submitted for the Project to the Indiana Housing and Community Development Authority (“IHCDA”) with respect to the Project.
5. **The Firm further acknowledges that it currently has no outstanding findings and/or assessments on any affordable housing projects administered or financed by IHCDA. The Firm further acknowledges that it has no ownership interest in any RHTC funded projects located in Indiana other than those disclosed in the attached Exhibit.**
6. The Firm hereby submits this affidavit pursuant to the requirements of the Application and IHCDA’s 2025 Qualified Allocation Plan for the State of Indiana.

**Architect, Accounting, Other Services Affidavit**

Affidavit

Project:

Owner:

Location:

I, \_\_\_\_\_\_\_\_\_\_\_\_, being first duly sworn on oath, depose and say that:

1. I am the \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ of \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ (the “Firm”).
2. The Firm has been retained to provide \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ (“Services”) to \_\_\_\_\_\_\_\_\_\_\_\_\_\_ in connection with the proposed development of an affordable housing project to be located in \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_, Indiana and to be known as \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ (the “Project”).
3. Except for the Services provided with respect to the Project, the Firm will have no other affiliation, direct or indirect, with the project.
4. Except for fees payable to the Firm as compensation for the Services provided with respect to the Project, the Firm will have no other interest, directly or indirect, financial or otherwise, in the Project.
5. The Firm acknowledges that it has been identified as a member of the Development Team on the Application for “Conditional” Reservation of Rental Housing Financing (the “Application”) submitted for the Project to the Indiana Housing and Community Development Authority (“IHCDA”) with respect to the Project.
6. **The Firm further acknowledges that it currently has no outstanding findings and/or assessments on any affordable housing projects administered or financed by IHCDA. The Firm further acknowledges that it has no ownership interest in any RHTC funded projects located in Indiana.**
7. The Firm hereby submits this affidavit pursuant to the requirements of the Application and IHCDA’s 2025 Qualified Allocation Plan for the State of Indiana.

Firm Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

By: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**High Performance Building Services/Environmental Affidavit**

Affidavit

Project:

Owner:

Location:

I, \_\_\_\_\_\_\_\_\_\_\_\_, being first duly sworn on oath, depose and say that:

1. I am the \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ of \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ (the “Firm”).
2. The Firm has been retained to provide \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ (“Services”) to \_\_\_\_\_\_\_\_\_\_\_\_\_\_ in connection with the proposed development of an affordable housing project to be located in \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_, Indiana and to be known as \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ (the “Project”).
3. Except for the Services provided with respect to the Project, the Firm will have no other affiliation, direct or indirect, with the project.
4. Except for fees payable to the Firm as compensation for the Services provided with respect to the Project, the Firm will have no other interest, directly or indirect, financial or otherwise, in the Project.
5. The Firm acknowledges that it has been identified as a member of the Development Team on the Application for “Conditional” Reservation of Rental Housing Financing (the “Application”) submitted for the Project to the Indiana Housing and Community Development Authority (“IHCDA”) with respect to the Project.
6. **The Firm further acknowledges that it currently has no outstanding findings and/or assessments on any affordable housing projects administered or financed by IHCDA. The Firm further acknowledges that it has no ownership interest in any RHTC funded projects located in Indiana.**
7. The Firm acknowledges that the Project has committed to Sustainable Development Characteristics as outlined in the submitted Form A (Application), including but not limited to the following:
   1. Building Certification: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
   2. Water Conservation: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
8. The Firm hereby submits this affidavit pursuant to the requirements of the Application and IHCDA’s 2025 Qualified Allocation Plan for the State of Indiana.

Firm Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

By: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Management Affidavit**

Affidavit

Project:

Owner:

Location:

1. I am the \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ of \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ (the “Firm”).
2. The Firm has been retained to provide \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ (“Services”) to \_\_\_\_\_\_\_\_\_\_\_\_\_\_ in connection with the proposed development of an affordable housing project to be located in \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_, Indiana and to be known as \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ (the “Project”).
3. Except for the Services provided with respect to the Project, the Firm will have no other affiliation, direct or indirect, with the project.
4. Except for fees payable to the Firm as compensation for the Services provided with respect to the Project, the Firm will have no other interest, directly or indirect, financial or otherwise, in the Project.
5. The Firm acknowledges that it has been identified as a member of the Development Team on the Application for “Conditional” Reservation of Rental Housing Financing (the “Application”) submitted for the Project to the Indiana Housing and Community Development Authority (“IHCDA”) with respect to the Project.
6. **The Firm further acknowledges that it currently has no outstanding findings and/or assessments on any affordable housing projects administered or financed by IHCDA. The Firm further acknowledges that it has no ownership interest in any RHTC funded projects located in Indiana.**
7. The Company (a) has reviewed the Application, including the operating budget, and (b) can effectively manage the Project according to the requirements of Section 42, the Qualified Allocation Plan, and the elections made by the owner/applicant in the Application.
8. The Firm hereby submits this affidavit pursuant to the requirements of the Application and IHCDA’s 2025 Qualified Allocation Plan for the State of Indiana.

Firm Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

By: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Reducing the Impact of Eviction Affidavit**

Project: \_\_\_\_\_\_\_\_\_\_\_

Owner: \_\_\_\_\_\_\_\_\_\_\_

Location: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

I, \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_, being first duly sworn on oath, depose and say that:

1. I am a \_\_\_\_\_\_\_\_\_\_\_\_\_of \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_, (the “Company”).
2. The Company has been retained to provide management services (“Services”) to \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ in connection with the proposed development of an affordable housing project to be located in Indianapolis, Indiana, to be known as \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_(the Project”).
3. As part of the IHCDA’s goal of Reducing the Impact of Eviction, \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ is aware that the applicant has committed to implementing eviction prevention strategies and we commit to the following:
   1. To create an Eviction Prevention Plan for the property that addresses how the property will implement management practices that utilize eviction only as a last resort and will contain strategies that will be taken with tenants on an individualized basis to attempt to prevent evictions when issues arise. This plan will be completed prior to initial lease-up and submitted to IHCDA for review and approval. The plan will be reviewed as part of IHCDA ongoing compliance monitoring to ensure it remains in place. In addition, \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ agrees to submit data on evictions as part of the Annual Owner Certification of Compliance reporting.
   2. To implement low-barrier tenant screening in order to minimize the impact of previous evictions on a household’s ability to secure future housing and agreeing that the Eviction Prevention Plan will not screen out applications for evictions that occurred more that 12 months prior to the date the household applies for a unit.
4. The Company acknowledges that it has been identified as a member of the Development Team on the Application for “Conditional” Reservation of Rental Housing Financing (the ‘‘Application”) submitted for the Project to the Indiana Housing and Community Development Authority (“IHCDA”) with respect to the Project.
5. **The Company further acknowledges that it currently has no outstanding findings and/or assessments on any affordable housing projects administered or financed by IHCDA. The Firm further acknowledges that it has no ownership interest in any RHTC funded projects located in Indiana other than those disclosed on the attached Exhibit.**
6. **The Company (a) has reviewed the Application, and (b) can effectively manage the Project according to the requirements of Section 42, the Qualified Allocation Plan, and the elections made by the owner/applicant in the Application.**
7. The Company hereby submits this affidavit pursuant to the requirements of the Application and IHCDA’s 2025 Qualified Allocation Plan for the State of Indiana.

Firm Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

By: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_