

Article XI Request Checklist

DATE _____	BOROUGH _____	BLOCK(S) _____	LOT(S) _____
PROJECT ADDRESS/NAME _____			
PROJECT MANAGER _____		; PHONE _____	
SPONSOR'S REPRESENTATIVE _____		; PHONE _____	

Please include the following information:

- Project description (if available)
- Signed (or draft) Regulatory Agreement
- Most recent underwriting analysis, including M&O expenses, rent schedule, and debt service
- Deed (must be owned by an HDFC prior to effective date of exemption)
- Certificate of Occupancy
- DOF statement of property tax arrears
- Level of exemption requested (check one): Full __ ; Partial __
- Requested effective date of exemption (cannot precede the date of HDFC ownership): _____
- Status of HPD Sponsor Review: _____

Please describe the sources of funding on the project, including any project-based subsidies:

Please describe the history of any previous, or ongoing, tax exemptions on the project:

Please describe the timeframe with which this request needs to be handled:

Additional comments: _____
