



2025 9% Low-Income Housing Tax Credit Round

Preliminary Application Minimum Exhibits Requirements

Preliminary applications for 2025 9% low-income housing tax credits must include the following exhibits to be considered complete. All preliminary applications must be submitted in the New Hampshire Housing HDS NextGen Portal.

Exhibit 1: NH Housing Financing Application 2025-2026 QAP with the following tabs completed:

- Project Info
- Dev Team
- Closing S&U (Sources and Uses)
- Inc and Exp (Income and Expenses)
- Pro Forma
- LIHTC Info

Exhibit 2: Site Information Map (include aerial photograph with site identified)

Exhibit 3: Floodplain Map (FEMA.gov)

Exhibit 4: Evidence of Site Control (*Please note that for property that you do not yet own, the only acceptable form of site control is a purchase option if you wish to retain your project's eligibility for federal financing.*) If you do not yet have site control, please include a narrative detailing your plan to secure site control and provide a timeline for obtaining site control.

Exhibit 5: Preliminary Plans and Specifications (full schematic design set is not required for the preliminary application but is required with the final application.)

Exhibit 6: Status and Timetable of Zoning Local Approvals – Narrative detailing the status of all necessary planning board and zoning board of adjustment approvals. Narrative can be submitted by applicant or attorney/engineering firm who is permitting the project.

Exhibit 7: Maximum Applications and Projects Certification – Certification form available on the NH Housing website.

Exhibit 8: Developer Capacity – Please submit the following information for the applicant in a single PDF:

- List of projects in development
- Staff resumes



- List of completed projects

Exhibit 9: Completion of Prior Phase Certification (if applicable)

Exhibit 10: Tenant Service Coordination Plan (as outlined in Appendix G in the 2025-26 Qualified Allocation Plan)

Exhibit 11: Applicant Self Score (Optional) – This is an optional exhibit and is not required. NH Housing staff will not be scoring applications as part of the preliminary application, but will provide feedback to project sponsors on self-scoring. The exhibit is available on the NH Housing website.

Exhibit 12: Management Agent Questionnaire – Available on the NH Housing website



Completion of Prior Phase Certification

I, _____ [Name], the undersigned, hereby certify on behalf of _____ [Applicant/Developer] ("Applicant") that the application submitted for the 9% Low-Income Housing Tax Credit (LIHTC) complies with the threshold requirement regarding the completion of prior phases, as set forth by NH Housing, as stated in the 2025-2026 Qualified Allocation Plan HFA 109.06.D, detailed below:

Completion of Prior Phases: The Applicant confirms that if the submitted project is a phased development, all earlier phases of the project are complete. This includes substantial completion of rent-up, where at least 50% of the units have been leased, with all lease documents fully executed and move-in completed or scheduled for move-in within two weeks of the application deadline.

Submission of Documentation: The Applicant acknowledges the obligation to provide documentation demonstrating that the above threshold criteria have been met. This includes evidence of lease execution and move-in schedules.

By signing this statement, the Applicant acknowledges understanding and compliance with the threshold requirements. The Applicant also understands that failure to adhere to these requirements may result in the rejection of the application by NH Housing.

Applicant/Organization Name: _____

Signature: _____

Date: _____



Maximum Applications and Projects Certification

I, _____ [Name], the undersigned, hereby certify on behalf of _____ [Applicant/Developer] ("Applicant") that the application submitted for the 9% Low-Income Housing Tax Credit (LIHTC) complies with the regulations set forth by NH Housing regarding the maximum number of applications and projects as stated in the 2025-2026 Qualified Allocation Plan, HFA 109.04.B Maximum Number of Applications and Projects, as detailed below:

Maximum Number of Applications: The Applicant confirms that no more than one 9% LIHTC project application has been submitted in the current application round. This includes any general partner, property owner, or development agent associated with the Applicant, except for any supplemental application related to a previously approved project.

Maximum Number of Projects: The Applicant confirms that they do not have more than two LIHTC projects that are currently under development and not yet complete. For this requirement, a complete project is one for which the municipality has issued a Certificate of Occupancy for all buildings. 4% LIHTC and tax-exempt bond financed projects will not be considered as outstanding LIHTC projects for this purpose.

By signing this statement, the Applicant acknowledges understanding and compliance with the regulations. The Applicant also understands that failure to adhere to these regulations may result in the rejection of the application by NH Housing.

Applicant/Organization Name: _____

Signature: _____

Date: _____