



TEXAS DEPARTMENT OF HOUSING AND COMMUNITY AFFAIRS
MULTIFAMILY FINANCE DIVISION/ ATTN: DIVISION DIRECTOR
PO Box 13941 Austin, Texas 78711-3941
(512) 475-3340
www.tdhca.state.tx.us

ELECTRONIC APPLICATION FILING AGREEMENT

This completed form must be submitted with the Intent to Request form or Pre-Application, or prior to submitting the full Application if neither of these is submitted. All Application numbers will be assigned when Intent to Request forms, Pre-Applications or full Applications are received. The form will be used for filing Applications and submitting subsequent Application information and documents.

Complete the following--please print.

Applicant Information

Name of Applicant or Contact

Organization

Phone

Fax

Address

City, State, Zip

E-mail (Owner email address required): List other email addresses of those who need to be emailed the FTP setup/login information:

Development Information

Development Name

Property Address

City, State, Zip

Note: For multiple Applications, complete the above Application Information for each Application and attach to this Agreement.

Select Program(s) for Application

Housing Tax Credit (9%)

HOME

Housing Trust Fund

Private Activity Mortgage Revenue Bond (4%)

Other:

Initials _____

This is an agreement between the Texas Department of Housing and Community Affairs and the Multifamily Housing Program Applicant to facilitate electronic submission of application documents for multifamily housing programs in accordance with Department policy.

This agreement authorizes the Applicant to file application documents by means of electronic transmission for the duration of this Agreement and as specified by Department procedure.

This agreement must be signed by the Applicant. The term "application documents" is defined to include the Uniform Application and Application Supplement, responses to Administrative Deficiencies issued by the Department, supplemental reports, and any documentation required to meet ongoing multifamily program review and Department reporting requirements.

The signature of the Applicant on this Agreement is deemed to appear on all electronically filed application documents as if actually so appearing.

The Applicant's electronic submission of application documents must be in the manner prescribed by the Texas Department of Housing and Community Affairs multifamily housing programs.

This Agreement is effective as of the latest date specified below and remains effective until terminated by written notification from either party.

This agreement may be amended at any time by the execution of a written addendum to this agreement by the Applicant and the Texas Department of Housing and Community Affairs.

SIGNED on the date indicated below.

Applicant:

Signature

Date of Signature

Please email or fax this completed and signed document to:

Jason.Burr@tdhca.state.tx.us

Fax: (512) 475-0764 or (512) 475-1895

Applications for HOME or Housing Trust Fund programs only should be sent to Chad Landry:

Chad.Landry@tdhca.state.tx.us

Fax: (512) 475-0220