

APPENDIX 1: SUBMISSION CHECKLIST

Note: All items listed below must be included with the Applicant's e-mail submission.

Application Package , which should speak to the requirements of the following sections (for full details and instructions, see Section 3):	Attachments to the Application Package , which should be sent as an attachment to the Application Package (separately or appended to the package itself):
Section 1 Materials: 1.1 Letter of Introduction 1.2 Table of Contents	Section 1 Attachments: 1.1 Organizational Chart 1.3 Submission Checklist (this form) 1.4 Mandatory Forms, filled out and signed by an authorized signing officer (see Appendix 3) 1.5 Proponent Details (see Proponent Details in Project Data Spreadsheet, Appendix 4) 1.5 Up to date Parcel Register and/or Land Lease to support proponent details, as appropriate
Section 2 Materials: 2.1 Summary of Experience 2.2 Reference Development Projects & References 2.3 List of Key Consultants	Section 2 Attachments: 2.4 Resumes and Consent Forms for Development and Construction Team
Section 3 Materials: 3.1 Summary of financial experience 3.2 Frequent Builder status 3.3 Project ownership and management information	Section 3 Attachments: 3.2 Frequent Builder documentation, if applicable 3.4 Audited financial statements for all relevant organizations 3.5 Articles of Incorporation or Letters Patent for all relevant organizations 3.5 List of Directors
Section 4 Materials: 4.1 Outline of experience 4.2 Example project descriptions 4.3 Capital Management approach 4.4 List of Building Management Team	Section 4 Attachments: 4.5 Resumes and Consent Forms for Building Management Team

	Section 5 Materials: 5.1 Description of Funding and Financing Plan	Section 5 Attachments: 5.1 Supporting Documentation for any in progress financing applications 5.2 Completed Capital Budget (see Capital Budget Tab in Project Data Spreadsheet, Appendix 4) 5.2 Cost estimate, if available 5.3 CMHC Financial Viability Assessment (if applicable) 5.4 Cash Flow Plan
	Section 6 Materials: 6.1 Description of Proposed Development 6.2 Details of project accessibility features 6.3 Explanation of approach to sustainability 6.4 Summary of due diligence work completed to date 6.5 Information related to development review status, including details of PAC meeting	Section 6 Attachments: 6.1 Project Details Information (see Project Details in Project Data Spreadsheet, Appendix 4) 6.6 Project Development Schedule
	Section 7 Materials: 7.1 Explanation of Project Roles 7.3 Summary of Housing Benefits 7.4 Description of Tenant Groups	Section 7 Attachments: 7.2 10-Year Operating Budget (see 10-year Operating Budget Tab in Project Data Spreadsheet, Appendix 4)
	Section 8 Materials: 8.1 Summary of Project engagement to date 8.2 Proposed Communication Plan 8.3 Development Approvals consultation	Section 8 Attachments: None.