

FLORIDA HOUSING FINANCE CORPORATION

CONTINUOUS ADVANCE REVIEW PROCESS FOR DISCLOSURE OF APPLICANT AND DEVELOPER PRINCIPALS

Applicants responding to the Non-Competitive Application and most Requests for Applications (“RFA”) issued by Florida Housing Finance Corporation (“Corporation”) will be required to complete the Principals of the Applicant and Developer(s) Disclosure Form in effect at the time of Application submission (“Principals Disclosure Form”), which is available on the Non-Competitive webpage and the webpage for each applicable RFA. The Applicant must disclose the Principals of the Applicant and each Developer on the form, as required by the following instructions and the applicable program rule(s)¹ (i.e., Rule Chapter 67-21, F.A.C., and/or Rule Chapter 67-48, F.A.C.).

To assist Applicants in meeting the Principal disclosure requirements, the Corporation offers a courtesy Advance Review Process. Under this process, the Corporation will review the Applicant’s completed form and provide feedback. The Advance Review Process is optional and is provided solely as a courtesy by the Corporation. Applicants are not required to participate in the Advance Review Process to submit an Application in response to an RFA. The terms and conditions of the Advance Review Process are outlined in Section A below. Applicants may complete the form and submit it to the Corporation for review, subject to the Disclosure Instructions outlined in Section B below and the rule definitions outlined in Section C below. Sample charts and examples are provided in Section D below.

The Advance Review Process does not include the review or approval of Principals Disclosure Forms submitted under Rule 67-21.0025(7)(e) or Rule 67-21.0025(7)(f), F.A.C.

A. Advance Review Process

The Corporation will review a completed Principals Disclosure Form subject to the following terms and conditions:

1. The Corporation’s advance review of a completed Principals Disclosure Form will be subject to the same review standards applicable to the form whether submitted with the Non-Competitive Application or an RFA.
2. An Applicant may submit its initial Principals Disclosure Form and any corrected Principals Disclosure Form to the Corporation for review only as an Excel file sent by electronic mail (email) to FHFCAdvanceReview@floridahousing.org. An initial or corrected Principals Disclosure Form submitted to the Corporation by any other means or in any format other than an Excel file will not be reviewed by the Corporation under the Advance Review Process.
3. The Applicant’s email transmittal must include the name of a contact person and the contact person’s email address for purposes of any response by the Corporation.
4. Corporation staff will review the Applicant’s Principals Disclosure Form and notify the Applicant of any deficiency by email sent to the contact person at the email address provided by the Applicant. If the email address is incomplete or the Corporation’s email is returned as undeliverable, the Corporation will make no further attempt to notify the Applicant.
5. The Corporation will only consider an initial or corrected Principals Disclosure Form that is transmitted in the form of an Excel file to the email address as specified by the Corporation.
6. The Corporation will notify the Applicant’s contact person if the Principals Disclosure Form is approved. As evidence of the Corporation’s approval, the approved Principals Disclosure Form (whether the Applicant’s initial submission, or a corrected form submitted by the Applicant in response to a notice of deficiency issued

¹ Unless otherwise provided, all Rules referenced are the Rules in effect as of the version of this document. Recitation of the Rules within this outline are provided as a courtesy to the Applicant. It is incumbent upon all Applicants to verify and review the Rules in effect at the time of Application.

by the Corporation) will be stamped (i) with the date it was received by the Corporation; and (ii) the date it was approved by the Corporation (“Stamped Principals Disclosure Form”). The received and approval stamps will be inserted in the upper right-hand corner of each page of the Principals Disclosure Form for both the Applicant and the Developer(s). The Stamped Principals Disclosure Form will be transmitted via email to the Applicant’s contact person. The approved Principals Disclosure Form will be locked, and the Applicant will not be able to make further changes to the approved form.

7. At the time the applicable Application is submitted to the Corporation, the Applicant must upload the unaltered Stamped Principals Disclosure Form with the Application to meet the applicable requirements of the Non-Competitive Application or RFA.

If the Applicant does not have a Stamped Principals Disclosure Form because the Applicant participated in the Advance Review Process but did not receive one, or because the Applicant chose not to participate in the Advance Review Process, the Applicant must complete the Principals of the Applicant and Developer(s) Disclosure Form in effect at the time of Application submission and upload the form as part of its Application submission.

8. The courtesy Advance Review Process is an open, ongoing process, and an Applicant may submit an initial or corrected Principals Disclosure Form at any time. Applicants electing to participate in the Advance Review Process are responsible for submitting their forms to the Corporation in a timely manner to meet any applicable Application deadline. Because the Advance Review Process is provided as a courtesy by the Corporation, the Corporation is under no obligation to respond within any specific period. It is the Applicant’s sole responsibility to submit the forms by the applicable Application deadline, and in accordance with any Advance Review Process deadline specified in the Non-Competitive Application or applicable RFA.
9. Once the Applicant receives a Stamped Principals Disclosure Form, it may use the form in future Application submissions, provided that (i) the information stated in the Stamped Principals Disclosure Form remains correct for the particular Application submission; and (ii) the form version complies with the applicable Non-Competitive Application or RFA instructions.

B. Disclosure Instructions - Principals for the Applicant and for each Developer

For each RFA requiring the disclosure of Applicant and Developer Principals, the Applicant must complete and upload the Principals Disclosure Form identifying the Principals for the Applicant as of the Application Deadline and the Principals for each Developer as of the Application Deadline. Principal is defined in Rules 67-21.002(86), F.A.C., and 67-48.002(94), F.A.C.

C. Rule Definitions for Applicant, Developer and Principal

1. “Applicant” is defined in Rules 67-21.002(9), F.A.C., and 67-48.002(9), F.A.C.:

Rule 67-21.002(9), F.A.C.:

“Applicant” means any person or legal entity of the type and with the management and ownership structure described herein that is seeking a loan or funding from the Corporation by submitting an Application or responding to a competitive solicitation pursuant to rule Chapter 67-60, F.A.C., for one or more of the Corporation’s programs. For purposes of Rule 67-21.031, F.A.C., Applicant also includes any assigns or successors in interest of the Applicant. Unless otherwise stated in a competitive solicitation, as used herein, a ‘legal entity’ means a corporation, limited partnership or limited liability company legally formed as of the Application deadline.

Rule 67-48.002(9), F.A.C.:

“Applicant” means any person or legal entity of the type and with the management and ownership structure described herein that is seeking a loan or funding from the Corporation by submitting an Application or responding to a competitive solicitation pursuant to rule Chapter 67-60, F.A.C., for one or more of the Corporation’s programs. For purposes of Rules 67-48.0105, 67-48.0205 and 67-48.031, F.A.C., Applicant

also includes any assigns or successors in interest of the Applicant. Unless otherwise stated in a competitive solicitation, as used herein, a ‘legal entity’ means a corporation, limited partnership or limited liability company legally formed as of the Application deadline.

2. “Developer” is defined in Rules 67-21.002(30), F.A.C., and 67-48.002(28), F.A.C., as follows:

“Developer” means any individual or legal entity which possesses the requisite skill, experience, and credit worthiness to successfully produce affordable housing as required in the Application. Unless otherwise stated in a competitive solicitation, as used herein, a ‘legal entity’ means a corporation, association, joint venturer, or partnership legally formed as of Application deadline.

3. “Principal” is defined in Rules 67-21.002(85), F.A.C., and 67-48.002(93), F.A.C., as follows:

(94) “Principal” has the meanings set forth below and an Principal other than a natural person must be a legally formed entity as of the Application deadline:

- (a) For a corporation, each officer, director, executive director, and shareholder of the corporation.
- (b) For a limited partnership, each general partner, and each limited partner of the limited partnership.
- (c) For a limited liability company, each manager, and each member of the limited liability company.
- (d) For a trust, each trustee of the trust and all beneficiaries of majority age (i.e.; 18 years of age) as of Application deadline.
- (e) For a Public Housing Authority, each officer, director, commissioner, and executive director of the Authority.

D. Sample Charts and Examples

Disclosure requirements for the Applicant and each Developer are outlined in Rules 67-21.0025, F.A.C., and 67-48.0075, F.A.C:

Rule 67-21.0025, F.A.C:

(7) For all Applications, disclosure of the Principals of the Applicant must comply with paragraphs (a) and (b) below, and unless otherwise approved by the Corporation for Applicants requesting Non-Competitive Housing Credits only, all Applicants must also comply with paragraphs (c) and (d) below.

(a) The Applicant must disclose all of the Principals of the Applicant (first principal disclosure level). For Applicants seeking Housing Credits, the Housing Credit Syndicator/Housing Credit investor need only be disclosed at the first principal disclosure level and no other disclosure is required;

(b) The Applicant must disclose all of the Principals of all the entities identified in paragraph (a) above (second principal disclosure level);

(c) The Applicant must disclose all of the Principals of all of the entities identified in paragraph (b) above (third principal disclosure level). Unless the entity is a trust or a non-profit as defined in Section 42(h)(5)(C), subsection 501(c)(3) or subsection 501(c)(4) of the IRC, all of the Principals must be natural persons. A non-profit entity may be identified at the third principal disclosure level if the non-profit wholly owns a real estate development subsidiary identified at the second principal disclosure level; and

(d) If any of the entities identified in paragraph (c) above are a trust or a non-profit, the Applicant must disclose all of the Principals of the trust or a non-profit (fourth principal disclosure level), all of whom must be natural persons.

(e) Applicants requesting Non-Competitive Housing Credits only that request approval from the Corporation to allow for disclosure of natural person Principals below the third disclosure level must send written request to the Corporation which details the reason for the request, including any substantial hardship which prevents the Applicant from complying with paragraphs (c) and (d) of this subsection.

(f) Applicants requesting Non-Competitive Housing Credits shall be relieved of the principal disclosures required in paragraphs (c) through (e) of this subsection if the following criteria are met:

1. The Applicant has no entities at any principal disclosure level that own more than a 10 percent direct or indirect interest in the General Partner or Non-Investor Member of the Applicant where any natural person Principal owns more than a 10 percent interest in the entity;

2. The Applicant, its Affiliate entities, or its disclosed Principals collectively have a net worth of at least \$250 million;

3. The Applicant, its Affiliate entities, or its disclosed Principals collectively own or have owned a controlling interest in at least 25 affordable housing projects where:

a. At least 50 percent of the total units are Low Income units and financed in whole or in part utilizing Tax-exempt Bonds or Housing Credits; or

b. At least 50 percent of the total households receive federal, state, or local rental subsidies; and

4. The Applicant discloses:

a. All non-natural person Principals of all entities at all Principal disclosure levels; provided, that, such disclosure shall not be required for entities that own less than a 10 percent indirect non-controlling interest in the General Partner or Non-Investor Member of the Applicant;

b. Each officer, director, and executive director of the entity that controls day-to-day management and decisions of the Applicant; and

c. A natural person Principal who possesses the authority to legally bind each entity.

(8) Disclosure of the Principals of each Developer must comply with the following:

(a) The Applicant must disclose all of the Principals of the Developer (first principal disclosure level); and

(b) The Applicant must disclose all of the Principals of all the entities identified in paragraph (a) above (second principal disclosure level).

Rule 67-48.0075, F.A.C.:

(8) Unless otherwise stated in a competitive solicitation, disclosure of the Principals of the Applicant must comply with the following:

(a) The Applicant must disclose all of the Principals of the Applicant (first principal disclosure level). For Applicants seeking Housing Credits, the Housing Credit Syndicator/Housing Credit investor need only be disclosed at the first principal disclosure level and no other disclosure is required;

(b) The Applicant must disclose all of the Principals of all the entities identified in paragraph (a) above (second principal disclosure level);

(c) The Applicant must disclose all of the Principals of all of the entities identified in paragraph (b) above (third principal disclosure level). Unless the entity is a trust or a non-profit as defined in Section 42(h)(5)(C), subsection 501(c)(3) or 501(c)(4) of the IRC., all of the Principals must be natural persons. A non-profit entity may be identified at the third principal disclosure level if the non-profit wholly owns a real estate development subsidiary identified at the second principal disclosure level; and

(d) If any of the entities identified in (c) above are a trust or a non-profit, the Applicant must disclose all of the Principals of the trust or non-profit (fourth principal disclosure level), all of whom must be natural persons.

(9) Unless otherwise stated in a competitive solicitation, disclosure of the Principals of each Developer must comply with the following:

(a) The Applicant must disclose all of the Principals of the Developer (first principal disclosure level); and

(b) The Applicant must disclose all of the Principals of all the entities identified in paragraph (a) above (second principal disclosure level).

(c) A competitive solicitation may require disclosure of a natural person Principal of the Developer to meet Developer experience requirements.

To assist the Applicant in completing the Principals Disclosure Form, the Corporation has developed a decision tree chart as well as samples designed to illustrate the acceptable format for listing Principals for the Applicant and for each Developer. The chart and samples are set out below for easy reference.

1. Principal Disclosures for the Applicant and each Developer:

The Corporation is providing the following charts and examples to assist the Applicant in completing the required Principals Disclosure Form identifying the Principals for the Applicant and for each Developer. The terms Applicant, Developer and Principal are defined in Section C above and in Rules 67-21.002, F.A.C., and 67-48.002, F.A.C.

Section a.(1) below outlines the required information concerning the ownership structure for the Applicant entity. By the Third Principal Disclosure Level, all Principals of the Applicant entity, with the exception of a trust or non-profit disclosed at the Third Principal Disclosure Level, must be natural persons (e.g., Samuel S. Smith). If a trust is disclosed at the Third Principal Disclosure Level, the Trustee and all Beneficiaries of majority age must be natural persons by the Fourth Principal Disclosure Level. If a non-profit is disclosed at the Third Principal Disclosure Level, the Executive Director and Officers/Directors of the non-profit must be disclosed as natural persons by the Fourth Principal Disclosure Level.

Section a.(2) below outlines the required information concerning the ownership structure of each Developer entity.

a. Charts:

(1) For the Applicant entity:

(a) Limited Partnership:

If the Applicant entity is a Limited Partnership, identify the Applicant Limited Partnership by name

and

(i) First Principal Disclosure Level:

List the Name of each General Partner of the Applicant Limited Partnership and label each as General Partner	and	List the name of each Limited Partner of the Applicant Limited Partnership and label each as either non-investor Limited Partner or investor Limited Partner (i.e., equity provider and/or placeholder), as applicable
--	-----	--

Note: For any General Partner and/or Limited Partner that is a natural person, no further disclosure is required. For any General Partner and/or Limited Partner that is **not** a natural person, a Second Principal Disclosure Level is required.

and

(ii) Second Principal Disclosure Level:

At the Second Principal Disclosure Level, the parties involved in each General Partner and Limited Partner entity can include a Limited Partnership, a Limited Liability Company, a Corporation, a Trust, a Public Housing Authority (PHA), and/or a natural person.

For each General Partner and Limited Partner of the Applicant that, at the First Principal Disclosure Level, is a Limited Partnership:	For each General Partner and Limited Partner of the Applicant that, at the First Principal Disclosure Level, is a Limited Liability Company:	For each General Partner and Limited Partner of the Applicant that, at the First Principal Disclosure Level, is a Corporation:	For each General Partner and Limited Partner of the Applicant that, at the First Principal Disclosure Level, is a Trust:	For each General Partner and Limited Partner of the Applicant that, at the First Principal Disclosure Level, is a PHA:
List the name of each General Partner and label each as General Partner	List the name of each Manager and label each as Manager	List the name of each Officer/Director and label each as Officer/Director	List the name of each Trustee (each of whom must be a natural person) and label each as Trustee	List the name of each Officer/Director and label each as Officer/Director
and	and	and	and	and
List the name of each Limited Partner and label each as Limited Partner	List the name of each Member and label each as Member	List the name of each Executive Director, and label each as Executive Director	List the name of each Beneficiary who has reached the age of majority (i.e., 18 years of age) as of Application deadline (each of whom must be a natural person) and label each as Beneficiary	List the name of each Executive Director, and label each as Executive Director
		and		and/or
		List the name of each Shareholder and label each as Shareholder		List the name of each Executive Director, and label each as Executive Director
				and
				List the name of each Commissioner and label each as Commissioner

Note: For any General Partner, Limited Partner, Manager, Member, or Shareholder that is a natural person, no further disclosure is required. For any General Partner, Limited Partner, Manager, Member, or Shareholder that is **not** a natural person, a Third Principal Disclosure Level is required.

and

(iii) Third Principal Disclosure Level:

By the Third Principal Disclosure Level, the parties involved in each General Partner and Limited Partner entity must be natural persons and cannot involve any type of entity except a Trust or non-profit entity.

For each General Partner and Limited Partner that, at the Second Principal Disclosure Level, is a Limited Partnership:	For each General Partner and Limited Partner that, at the Second Principal Disclosure Level, is a Limited Liability Company:	For each General Partner and Limited Partner that, at the Second Principal Disclosure Level, is a Corporation:	For each General Partner and Limited Partner that, at the Second Principal Disclosure Level, is a Trust:	For each General Partner and Limited Partner of the Applicant that, at the First Principal Disclosure Level, is a PHA:
List the name of each General Partner and label each as General Partner	List the name of each Manager and label each as Manager	List the name of each Officer/Director and label each as Officer/Director	List the name of each Trustee (each of whom must be a natural person) and label each as Trustee	List the name of each Officer/Director and label each as Officer/Director
and	and	and	and	and

List the name of each Limited Partner and label each as Limited Partner	List the name of each Member and label each as Member	List the name of each Executive Director, and label each Executive Director	List the name of each Beneficiary who has reached the age of majority (i.e., 18 years of age) as of Application deadline (each of whom must be a natural person) and label each as Beneficiary	List the name of each Executive Director, and label each as Executive Director
		and		and/or
		List the name of each Shareholder and label each as Shareholder		List the name of each Executive Director, and label each as Executive Director
				and
				List the name of each Commissioner and label each as Commissioner

- (iv) If any Party involved in a General Partner or Limited Partner entity at the Third Principal Disclosure Level is a Trust, list the name of the Trustee and each Beneficiary (each of whom must be a natural person) at the Fourth Principal Disclosure Level. If any Party involved in a General Partner or Limited Partner entity at the Third Principal Disclosure Level is a non-profit corporation, list the name of the Executive Director and all officers/directors (each of whom must be a natural person) at the Fourth Principal Disclosure Level.

By submitting this information to the Corporation, the Applicant is affirmatively stating that the parties disclosed in (i), (ii), (iii), and (iv) above constitute the entire ownership structure of the Applicant Limited Partnership entity.

(b) Limited Liability Company:

If the Applicant entity is a Limited Liability Company, identify the Applicant Limited Liability Company by name

and

(i) First Principal Disclosure Level:

List the name of each Manager of the Applicant Limited Liability Company and label each as either non-investor Manager or investor Manager (i.e., equity provider and/or placeholder) , as applicable	and	List the name of each Member of the Applicant Limited Liability Company and label each as either non-investor Member or investor Member (i.e., equity provider and/or placeholder), as applicable
---	-----	---

Note: For any Manager and/or Member that is a natural person, no further disclosure is required. For any Manager and/or Member that is **not** a natural person, a Second Principal Disclosure Level is required.

and

(ii) Second Principal Disclosure Level:

At the Second Principal Disclosure Level, the parties involved in each Manager and Member entity can involve a Limited Partnership, a Limited Liability Company, a Corporation, Trust, PHA, and/or a natural person.

For each Manager and Member of the Applicant that, at the First Principal Disclosure Level, is a Limited Partnership:	For each Manager and Member of the Applicant that, at the First Principal Disclosure Level, is a Limited Liability Company:	For each Manager and Member of the Applicant that, at the First Principal Disclosure Level, is a Corporation:	For each Manager and Member of the Applicant that, at the First Principal Disclosure Level, is a Trust:	For each Manager and Member of the Applicant that, at the First Principal Disclosure Level, is a PHA:
List the name of each General Partner and label each as General Partner	List the name of each Manager and label each as Manager	List the name of each Officer/Director and label each as Officer/Director	List the name of each Trustee (each of whom must be a natural person) and label each as Trustee	List the name of each Officer/Director and label each as Officer/Director
and	and	and	and	and
List the name of each Limited Partner and label each as Limited Partner	List the name of each Member and label each as Member	List the name of each Executive Director, and label each as Executive Director	List the name of each Beneficiary who has reached the age of majority (i.e., 18 years of age) as of Application deadline (each of whom must be a natural person) and label each as Beneficiary	List the name of each Executive Director, and label each as Executive Director
		and		and/or
		List the name of each Shareholder and label each as Shareholder		List the name of each Executive Director, and label each as Executive Director
				and
				List the name of each Commissioner and label each as Commissioner

Note: For any General Partner, Limited Partner, Manager, Member, or Shareholder that is a natural person, no further disclosure is required. For any General Partner, Limited Partner, Manager, Member, or Shareholder that is **not** a natural person, a Third Principal Disclosure Level is required.

and

(iii) Third Principal Disclosure Level:

By the Third Principal Disclosure Level, the parties involved in each Manager and Member entity must be natural persons and cannot involve any type of entity except a Trust or non-profit entity.

For each Manager and Member that, at the Second Disclosure Level, is a Limited Partnership:	For each Manager and Member that, at the Second Disclosure Level, is a Limited Liability Company:	For each Manager and Member that, at the Second Disclosure Level, is a Corporation:	For each Manager and Member that, at the Second Disclosure Level, is a Trust:	For each Manager and Member of the Applicant that, at the Second Principal Disclosure Level, is a PHA:
List the name of each General Partner and label each as General Partner	List the name of each Manager and label each as Manager	List the name of each Officer/Director and label each as Officer/Director	List the name of each Trustee (each of whom must be a natural person) and label each as Trustee	List the name of each Officer/Director and label each as Officer/Director
and	and	and	and	and
List the name of each Limited Partner and label each as Limited Partner	List the name of each Member and label each as Member	List the name of each Executive Director, and label each as Executive Director	List the name of each Beneficiary who has reached the age of majority (i.e., 18 years of age) as of Application deadline (each of whom must be a natural person) and label each as Beneficiary	List the name of each Executive Director, and label each as Executive Director
		and		and/or
		List the name of each Shareholder and label each as Shareholder		List the name of each Executive Director, and label each as Executive Director
				and
				List the name of each Commissioner and label each as Commissioner

- (iv) If any party involved in the Manager or Member entity at the Third Principal Disclosure Level is a Trust, list the name of the Trustee and each Beneficiary (each of whom must be a natural person) at the Fourth Principal Disclosure Level. If any Party involved in the Manager or Member entity at the Third Principal Disclosure Level is a non-profit corporation, list the name of the Executive Director and all officers/directors (each of whom must be a natural person) at the Fourth Principal Disclosure Level.

By submitting this information to the Corporation, the Applicant is affirmatively stating that the parties disclosed in (i), (ii), (iii), and (iv) above constitute the entire ownership structure of the Applicant Limited Liability Company entity.

(c) Corporation:

If the Applicant entity is a Corporation, identify the Applicant Corporation by name

and

(i) First Principal Disclosure Level:

List the name of each Officer/Director of the Applicant Corporation and label each as Officer/Director	and	List the name of each Executive Director of the Applicant Corporation and label each as Executive Director	and	List the name of each Shareholder
--	-----	--	-----	-----------------------------------

Note: For any Shareholder that is a natural person, no further disclosure is required. For any Shareholder that is **not** a natural person, a Second Principal Disclosure Level is required.

and

(ii) Second Principal Disclosure Level:

At the Second Principal Disclosure Level, the parties involved in each Shareholder entity can involve a Limited Partnership, a Limited Liability Company, a Corporation, a Trust, PHA, and/or a natural person.

For each Shareholder that, at the First Principal Disclosure Level, is a Limited Partnership:	For each Shareholder that, at the First Principal Disclosure Level, is a Limited Liability Company:	For each Shareholder that, at the First Principal Disclosure Level, is a Corporation:	For each Shareholder that, at the First Principal Disclosure Level, is a Trust:	For each Shareholder of the Applicant that, at the First Principal Disclosure Level, is a PHA:
List the name of each General Partner and label each as General Partner	List the name of each Manager and label each as Manager	List the name of each Officer/Director and label each as Officer/Director	List the name of each Trustee (each of whom must be a natural person) and label each as Trustee	List the name of each Officer/Director and label each as Officer/Director
and	and	and	and	and
List the name of each Limited Partner and label each as Limited Partner	List the name of each Member and label each as Member	List the name of each Executive Director, and label each as Executive Director	List the name of each Beneficiary who has reached the age of majority (i.e., 18 years of age) as of Application deadline (each of whom must be a natural person) and label each as Beneficiary	List the name of each Executive Director, and label each as Executive Director
		and		and/or
		List the name of each Shareholder and label each as Shareholder		List the name of each Executive Director, and label each as Executive Director
				and
				List the name of each Commissioner and label each as Commissioner

Note: For any General Partner, Limited Partner, Manager, Member, and/or Shareholder that is a natural person, no further disclosure is required. For any General Partner, Limited Partner, Manager, Member, and/or Shareholder that is **not** a natural person, a Third Principal Disclosure Level is required.

and

(iii) Third Principal Disclosure Level:

By the Third Principal Disclosure Level, the parties involved in each Shareholder entity must be natural persons and cannot involve any type of entity except a Trust or non-profit corporation.

For each Shareholder entity that, at the Second Principal Disclosure Level, is a Limited Partnership:	For each Shareholder entity that, at the Second Principal Disclosure Level, is a Limited Liability Company:	For each Shareholder entity that, at the Second Principal Disclosure Level, is a Corporation:	For each Shareholder that, at the Second Principal Disclosure Level, is a Trust:	For each Shareholder of the Applicant that, at the Second Principal Disclosure Level, is a PHA:
List the name of each General Partner and label each as General Partner	List the name of each Manager and label each as Manager	List the name of each Officer/Director and label each as Officer/Director	List the name of each Trustee (each of whom must be a natural person) and label each as Trustee	List the name of each Officer/Director and label each as Officer/Director
and	and	and	and	and
List the name of each Limited Partner and label each as Limited Partner	List the name of each Member and label each as Member	List the name of each Executive Director, and label each as Executive Director	List the name of each Beneficiary who has reached the age of majority (i.e., 18 years of age) as of Application deadline (each of whom must be a natural person) and label each as Beneficiary	List the name of each Executive Director, and label each as Executive Director
		and List the name of each Shareholder and label each as Shareholder		and/or List the name of each Executive Director, and label each as Executive Director and List the name of each Commissioner and label each as Commissioner

- (iv) If any party involved in a shareholder entity at the Third Principal Disclosure Level is a Trust, list the name of the Trustee and each Beneficiary (each of whom must be a natural person) at the Fourth Principal Disclosure Level. If any Party involved in a shareholder entity at the Third Principal Disclosure Level is a non-profit corporation, list the name of the Executive Director and all officers/directors (each of whom must be a natural person) at the Fourth Principal Disclosure Level.

By submitting this information to the Corporation, the Applicant is affirmatively stating that the parties disclosed in (i), (ii), (iii), and (iv) above constitute the entire ownership structure of the Applicant Corporation entity.

(2) For Each Developer entity:

- (a) If the Developer entity is a Limited Partnership, identify the Developer Limited Partnership entity by name

and

- (i) First Principal Disclosure Level:

List the Name of each General Partner of the Developer Limited Partnership and label each as a General Partner	and	List the name of each Limited Partner of the Developer Limited Partnership and label each as a Limited Partner
--	-----	--

Note: For any General Partner and/or Limited Partner that is a natural person (e.g., Samuel S. Smith), no further disclosure is required.

and

- (ii) Second Principal Disclosure Level:

For each General Partner or Limited Partner of the Developer that is a Limited Partnership:	For each General Partner or Limited Partner of the Developer that is a Limited Liability Company:	For each General Partner or Limited Partner of the Developer that is a Corporation:	For each General Partner and Limited Partner of the Developer that is a PHA:
List the name of all General Partners and label each as General Partner	List the name of all Managers and label each as Manager	List the name of each Officer/Director and label each as Officer/Director	List the name of each Officer/Director and label each as Officer/Director
and	and	and	and
List the name of each Limited Partner and label each as Limited Partner	List the name of each Member and label each as Member	List the name of each Executive Director and label each as Executive Director	List the name of each Executive Director, and label each as Executive Director
		and	and/or
		List the name of each Shareholder and label each as Shareholder	List the name of each Executive Director, and label each as Executive Director and List the name of each Commissioner and label each as Commissioner

Note: For any General Partner, Limited Partner, Manager, Member and/or Shareholder that is a natural person (e.g., Samuel S. Smith), no further disclosure is required.

- (b) If the Developer entity is a Limited Liability Company, identify the Developer Limited Liability Company by name

and

- (i) First Principal Disclosure Level:

List the name of each Manager of the Developer Limited Liability Company and label each as a Manager	and	List the name of each Member of the Developer Limited Liability Company and label each as Member
--	-----	--

Note: For any Manager and/or Member that is a natural person (e.g., Samuel S. Smith), no further disclosure is required.

and

(ii) Second Principal Disclosure Level:

For each Manager and Member of the Developer that is a Limited Partnership:	For each Manager and Member of the Developer that is a Limited Liability Company:	For each Manager and Member of the Developer that is a Corporation:	For each Manager and Member of the Developer that is a PHA:
List the name of each General Partner and label each as General Partner	List the name of each Manager and label each as Manager	List the name of each Officer/Director and label each as Officer/Director	List the name of each Officer/Director and label each as Officer/Director
and	and	and	and
List the name of each Limited Partner and label each as Limited Partner	List the name of each Member and label each as Member	List the name of each Executive Director and label each as Executive Director	List the name of each Executive Director, and label each as Executive Director
		and	and/or
		List the name of each Shareholder and label each as Shareholder	List the name of each Executive Director, and label each as Executive Director and List the name of each Commissioner and label each as Commissioner

Note: For any General Partner, Limited Partner, Manager, Member and/or Shareholder that is a natural person (e.g., Samuel S. Smith), no further disclosure is required.

(c) If the Developer entity is a Corporation, identify the Developer Corporation by name

and

(i) First Principal Disclosure Level:

List the name of each Officer of the Developer Corporation	and	List the name of each Director of the Developer Corporation	and	List the name of each Shareholder of the Developer Corporation
--	-----	---	-----	--

Note: For any Shareholder that is a natural person (e.g., Samuel S. Smith), no further disclosure is required

(ii) Second Principal Disclosure Level:

For each Shareholder of the Developer that is a Limited Partnership:	For each Shareholder of the Developer that is a Limited Liability Company:	For each Shareholder of the Developer that is a Corporation:	For each Shareholder of the Developer that is a PHA:
List the name of each General Partner and label each as General Partner	List the name of each Manager and label each as Manager	List the name of each Officer/Director and label each as Officer/Director	List the name of each Officer/Director and label each as Officer/Director
and	and	and	and
List the name of each Limited Partner and label each as Limited Partner	List the name of each Member and label each as Member	List the name of each Executive Director and label each as Executive Director	List the name of each Executive Director, and label each as Executive Director

	and	and/or
	List the name of each Shareholder and label each as Shareholder	List the name of each Executive Director, and label each as Executive Director
		and
		List the name of each Commissioner and label each as Commissioner

Note: For any General Partner, Limited Partner, Manager, Member and/or Shareholder that is a natural person (e.g., Samuel S. Smith), no further disclosure is required.

E. Frequently Asked Questions

1. Q: If an Applicant or Developer corporation or a Public Housing Authority does not have a position called Executive Director, but it does have a comparable position with a different title that is not included on the drop-down picklist, how should the position be identified on the form?

A: For any position that is comparable to an Executive Director (e.g., President, Chief Executive Officer, etc.), “Executive Director” should be selected as the Type of Principal.

2. Q: If an Applicant limited partnership or limited liability company has limited partner(s) or member(s) that will act as an investor placeholder(s) and will also retain a small percentage of ownership, how should the limited partner or member be listed on the form?

A: The ownership percentage of each Principal will be required during the credit underwriting process. Therefore, each limited partner or member should be listed twice - once as an investor-limited partner or investor-member and once as a non-investor limited partner or non-investor-member. If the investor-limited partner or investor-member is acting as a placeholder until the investor/syndicator is in place, you may put the words “placeholder” next to the name of the entity or natural person acting as the placeholder for the investor/syndicator.

3. Q: If the Applicant entity is a member managed limited liability company, how should it be reflected on the form since there is no “member-manager” choice at the First Principal Disclosure Level?

A: Each member-manager entity/person should be listed twice – once as a non-investor member and once as a manager. If Housing Credits are being requested, the investor-member(s) must also be listed in order for the form to be approved for a Housing Credit Application. If the investor-limited partner or investor-member is acting as a placeholder until the investor/syndicator is in place, you may put the words “placeholder” next to the name of the entity or natural person acting as the placeholder for the investor/syndicator.

4. Q: If Principals associated with a Principal entity consist of natural person shareholders who own stock in the Principal entity as joint tenants (including tenants by the entirety or tenants in common), how should the joint tenants be shown on the form so that the natural person requirement is met?

A: The names of the joint tenants must not be listed as one entry. The name of each joint tenant must be listed as a separate natural person entry. For example, if the stock is held by Adam A. Jones and Patty L. Jones, husband and wife, as tenants by the entirety, enter Jones, Adam A., as

one entry, and Jones, Patty L., as a separate entry. Only the names are required to be listed; it is not necessary to include or add language describing the joint tenancy.

5. Q: When a Principals Disclosure Form is approved through the Advance Review Process, what do the approval stamps “Approved for Housing Credit Application” and “Approved for Non-Housing Credit Application” mean?

A: The stamp “Approved for Housing Credit Application” means that the Principals Disclosure Form meets the Applicant Principals requirements for any combination of FHFC funding that includes Housing Credit funding and the stamp “Approved for Non-Housing Credit Application” means that the Principals Disclosure form meets the Applicant Principals requirements for funding that does not include Housing Credits (i.e., SAIL only or HOME only).

If a proposed Development will include Housing Credits as a source of financing, investor limited partner(s) or investor-member(s) must be included in the organizational structure of the Applicant entity and must be disclosed at the First Principal Disclosure Level. This requirement includes Competitive Housing Credits (9% and, if applicable, 4%) and Non-Competitive Housing Credits (4% to be used with Tax-Exempt Bonds). When a Principals Disclosure Form that includes investor(s) at the First Principal Disclosure Level is approved through the Advance Review Process, the Form will be stamped “Approved for Housing Credit Application”.

When a Principals Disclosure Form that does not include investor(s) at the First Principal Disclosure Level is approved through the Advance Review Process, the Form will be stamped “Approved for Non-Housing Credit Application” and the Form will be acceptable only for a RFA submission that does not include Housing Credits.

Any Principals Disclosure Form submittal that has not been approved through the Advance Review Process (i) must include investor-limited partner(s) or investor-member(s) in the organizational structure of the Applicant entity and such investor(s) must be disclosed at the First Principal Disclosure Level if the funding includes Housing Credits (Competitive or Non-Competitive) or (ii) must not include investor-limited partner(s) or investor-member(s) in the organizational structure of the Applicant entity if the funding does not include Housing Credits.

6. Q: The Public Housing Authority does not have officers and directors, only Commissioners that serve the same roles as officers and directors. How must the Principals of the Public Housing Authority be disclosed?

A: “Commissioner” may be selected in the drop down box for officers and directors. The Applicant should indicate on the Principal Disclosure Form that the Public Housing Authority does not have officers and directors, but only Commissioners that serve the same roles. An Executive Director must still be identified.

7. Q: If a Principal of the Applicant is deceased and estate has been filed, how is that reflected on the Principal Disclosure Form?

A: The natural person should be disclosed with a note stating, “Estate of” As always, it is the responsibility of the Applicant under Rules 67-48.002(94) and 67-48.0075(8)-(9), Fla. Admin. Code as well as the instructions of the applicable RFA, to ensure that Principals are properly

disclosed at all times. This obligation continues when dealing with the estate of a natural person Principal. It is the responsibility of the Applicant to update the Principals once probate has closed.

F. Examples

Examples are provided on the following pages, utilizing the Principals of the Applicant and Developer(s) Disclosure Form

Principal Disclosures for the Applicant

Select the organizational structure for the Applicant entity:

The Applicant is a: Limited Liability Company

Provide the name of the Applicant Limited Liability Company:

Vineland Housing, LLC

First Principal Disclosure Level:

[Click here for Assistance with Completing the Entries for the First Level Principal Disclosure for the Applicant](#)

<u>First Level Entity #</u>	<u>Select Type of Principal of Applicant</u>	<u>Enter Name of First Level Principal</u>	<u>Select organizational structure of First Level Principal identified</u>
1.	<u>Non-Investor Member</u>	<u>Vineland GP, LLC</u>	<u>Limited Liability Company</u>
2.	<u>Investor Member</u>	<u>Acme Non-Profit Development Corporation</u>	<u>Non-Profit Corporation</u>
3.	<u>Manager</u>	<u>Masters, Matthew S.</u>	<u>Natural Person</u>

Second Principal Disclosure Level:

Vineland Housing, LLC

[Click here for Assistance with Completing the Entries for the Second Level Principal Disclosure for the Applicant](#)

Select the corresponding First
Level Principal Entity # from
above for which the Second
Level Principal is being
identified

Second Level
Entity #

Select the type of Principal
being associated with the
corresponding First Level
Principal Entity

Enter Name of Second Level Principal

Select organizational structure
of Second Level Principal
identified

1. (Vineland GP, LLC)

1.A.

Managing Member

Acme Development, LLC

Limited Liability Company

Third Principal Disclosure Level:

Vineland Housing, LLC

[Click here for Assistance with Completing the Entries for the Third Level Principal Disclosure for the Applicant](#)

Select the corresponding
Second Level Principal Entity #
from above for which the Third
Level Principal is being
identified

Third Level
Entity #

Select the type of Principal
being associated with the
corresponding Second Level
Principal Entity

Enter Name of Third Level Principal
who must be either a Natural Person or a Trust

The organizational structure of
Third Level Principal identified
Must be either a Natural Person
or a Trust

1.A. (Acme Development, LLC)

1.A.(1)

Sole Member

Acme Non-Profit Development Corporation

Non-Profit Corporation

Fourth Principal Disclosure Level:

Vineland Housing, LLC

[Click here for Assistance with Completing the Entries for the Fourth Level Principal Disclosure for the Applicant](#)

Select the corresponding Third Level Principal
Entity # from above for which the Fourth Level
Principal is being identified

Select the type of Principal
being associated with the
corresponding Third Level
Principal Entity

Enter Name of Fourth Level Principal
who must be a Natural Person

The organizational structure of
Fourth Level Principal identified
Must Be a Natural Person

1.A.(1) (Acme Non-Profit Developmnt Corporation)

Executive Director

Jones, Ira X., Jr.

Natural Person

1.A.(1) (Acme Non-Profit Developmnt Corporation)

Officer/Director

Smith, Amy A.

Natural Person

1.A.(1) (Acme Non-Profit Developmnt Corporation)

Officer/Director

Jones, Peter A.

Natural Person

1.A.(1) (Acme Non-Profit Developmnt Corporation)

Officer/Director

Davis, Sam A.

Natural Person

Principal Disclosures for the Applicant

Select the organizational structure for the Applicant entity:

The Applicant is a: Limited Liability Company

Provide the name of the Applicant Limited Liability Company:

Vineland Housing, LLC

% Ownership input features will
not be made available until
invitation to credit underwriting

First Principal Disclosure Level:

[Click here for Assistance with Completing the Entries for the First Level Principal Disclosure for the Applicant](#)

First Level Entity #	Select Type of Principal of Applicant	Enter Name of First Level Principal	Select organizational structure of First Level Principal identified	% Ownership of Applicant
1.	<u>Non-Investor Member</u>	<u>Vineland GP, LLC</u>	<u>Limited Liability Company</u>	
2.	<u>Investor Member</u>	<u>Spencer Development Corporation</u>	<u>For-Profit Corporation</u>	
3.	<u>Manager</u>	<u>Masters, Matthew S.</u>	<u>Natural Person</u>	

Second Principal Disclosure Level:

Vineland Housing, LLC

[Click here for Assistance with Completing the Entries for the Second Level Principal Disclosure for the Applicant](#)

Select the corresponding First
Level Principal Entity # from
above for which the Second
Level Principal is being
identified

Second Level Entity #	Select the type of Principal being associated with the corresponding First Level Principal Entity	Enter Name of Second Level Principal	Select organizational structure of Second Level Principal identified	Second Level Principal % Ownership of First Level Principal
<u>1. (Vineland GP, LLC)</u>	1.A. <u>Sole Member</u>	<u>Acme Development, Inc.</u>	<u>For-Profit Corporation</u>	

Third Principal Disclosure Level:

Vineland Housing, LLC

[Click here for Assistance with Completing the Entries for the Third Level Principal Disclosure for the Applicant](#)

Select the corresponding
Second Level Principal Entity #
from above for which the Third
Level Principal is being
identified

Third Level Entity #	Select the type of Principal being associated with the corresponding Second Level Principal Entity	Enter Name of Third Level Principal who must be either a Natural Person or a Trust	The organizational structure of Third Level Principal identified Must be either a Natural Person or a Trust	3rd Level Principal % Ownership of 2nd Level Principal
<u>1.A. (Acme Development, Inc.)</u>	1.A.(1) <u>Executive Director</u>	<u>Jones, Ira X., Jr.</u>	<u>Natural Person</u>	
<u>1.A. (Acme Development, Inc.)</u>	1.A.(2) <u>Officer/Director</u>	<u>Smith, Amy A.</u>	<u>Natural Person</u>	
<u>1.A. (Acme Development, Inc.)</u>	1.A.(3) <u>Officer/Director</u>	<u>Jones, Peter A.</u>	<u>Natural Person</u>	
<u>1.A. (Acme Development, Inc.)</u>	1.A.(4) <u>Officer/Director</u>	<u>Davis, Sam A.</u>	<u>Natural Person</u>	
<u>1.A. (Acme Development, Inc.)</u>	1.A.(5) <u>Shareholder</u>	<u>Brown, Bob A.</u>	<u>Natural Person</u>	
<u>1.A. (Acme Development, Inc.)</u>	1.A.(6) <u>Shareholder</u>	<u>Anderson, Jennifer S.</u>	<u>Natural Person</u>	
<u>1.A. (Acme Development, Inc.)</u>	1.A.(7) <u>Shareholder</u>	<u>Adam Hampton Family Trust</u>	<u>Trust</u>	

Fourth Principal Disclosure Level:

Vineland Housing, LLC

[Click here for Assistance with Completing the Entries for the Fourth Level Principal Disclosure for the Applicant](#)

Select the corresponding Third Level Principal
Entity # from above for which the Fourth Level
Principal is being identified

Select the type of Principal
being associated with the
corresponding Third Level
Principal Entity

Enter Name of Fourth Level Principal
who must be a Natural Person

The organizational structure of
Fourth Level Principal identified
Must Be a Natural Person

4th Level Principal % Ownership
of 3rd Level Principal

<u>1.A.(7) (Adam Hampton Family Trust)</u>	<u>Trustee</u>	<u>Hampton, John</u>	<u>Natural Person</u>	
<u>1.A.(7) (Adam Hampton Family Trust)</u>	<u>Beneficiary</u>	<u>Hampton, Adam</u>	<u>Natural Person</u>	

Principal Disclosures for the Developer

How many Developers are part of this Application structure?

1

Select the organizational structure for the Developer entity:

The Developer is a: Limited Liability Company

Provide the name of the Developer Limited Liability Company:

Acme Developers, LLC

First Principal Disclosure Level:

Acme Developers, LLC

[Click here for Assistance with Completing the Entries for the First Level Principal Disclosure for a Developer](#)

<u>First Level Entity #</u>	<u>Select Type of Principal of Developer</u>	<u>Enter Name of First Level Principal</u>	<u>Select organizational structure of First Level Principal identified</u>
1.	<u>Manager</u>	<u>Acme Management, Inc.</u>	<u>For-Profit Corporation</u>
2.	<u>Member</u>	<u>Jones, Adam C.</u>	<u>Natural Person</u>

Second Principal Disclosure Level:

Acme Developers, LLC

[Click here for Assistance with Completing the Entries for the Second Level Principal Disclosure for a Developer](#)

Select the corresponding First
Level Principal Entity # from
above for which the Second
Level Principal is being
identified

<u>Second Level Entity #</u>	<u>Select the type of Principal being associated with the corresponding First Level Principal Entity</u>	<u>Enter Name of Second Level Principal</u>	<u>Select organizational structure of Second Level Principal identified</u>
<u>1. (Acme Management, Inc.)</u>	<u>Executive Director</u>	<u>Carr, Andy T.</u>	<u>Natural Person</u>
<u>1. (Acme Management, Inc.)</u>	<u>Officer/Director</u>	<u>Smith, Peter A.</u>	<u>Natural Person</u>
<u>1. (Acme Management, Inc.)</u>	<u>Officer/Director</u>	<u>Jones, Fred B.</u>	<u>Natural Person</u>
<u>1. (Acme Management, Inc.)</u>	<u>Officer/Director</u>	<u>Jones, Patty A.</u>	<u>Natural Person</u>
<u>1. (Acme Management, Inc.)</u>	<u>Officer/Director</u>	<u>Brown, Bobby L.</u>	<u>Natural Person</u>
<u>1. (Acme Management, Inc.)</u>	<u>Officer/Director</u>	<u>Smith, Amy S.</u>	<u>Natural Person</u>
<u>1. (Acme Management, Inc.)</u>	<u>Officer/Director</u>	<u>Taylor, Jeremy B.</u>	<u>Natural Person</u>
<u>1. (Acme Management, Inc.)</u>	<u>Officer/Director</u>	<u>Simpson, Pearl V.</u>	<u>Natural Person</u>
<u>1. (Acme Management, Inc.)</u>	<u>Shareholder</u>	<u>Anderson, Richard</u>	<u>Natural Person</u>
<u>1. (Acme Management, Inc.)</u>	<u>Shareholder</u>	<u>Taylor, Phillip F.</u>	<u>Natural Person</u>
<u>1. (Acme Management, Inc.)</u>	<u>Shareholder</u>	<u>Richardson, Albert L.</u>	<u>Natural Person</u>

Principal Disclosures for the Applicant

Select the organizational structure for the Applicant entity:

The Applicant is a: Limited Partnership

Provide the name of the Applicant Limited Partnership:

Acme Properties, LP

% Ownership input features will
not be made available until
invitation to credit underwriting

First Principal Disclosure Level:

[Click here for Assistance with Completing the Entries for the First Level Principal Disclosure for the Applicant](#)

First Level Entity #	Select Type of Principal of Applicant	Enter Name of First Level Principal	Select organizational structure of First Level Principal identified	% Ownership of Applicant
1.	<u>General Partner</u>	<u>ABC, Ltd.</u>	<u>Limited Partnership</u>	
2.	<u>General Partner</u>	<u>Lakeshore Development, LLC</u>	<u>Limited Liability Company</u>	
3.	<u>General Partner</u>	<u>Smith, Peter S.</u>	<u>Natural Person</u>	
4.	<u>Investor LP</u>	<u>Acme Investments, LLC</u>	<u>Limited Liability Company</u>	
5.	<u>Non-Investor LP</u>	<u>Acme Homes 3, LLC</u>	<u>Limited Liability Company</u>	

Second Principal Disclosure Level:

Acme Properties, LP

[Click here for Assistance with Completing the Entries for the Second Level Principal Disclosure for the Applicant](#)

Select the corresponding First
Level Principal Entity # from
above for which the Second
Level Principal is being
identified

Second Level Entity #	Select the type of Principal being associated with the corresponding First Level Principal Entity	Enter Name of Second Level Principal	Select organizational structure of Second Level Principal identified	Second Level Principal % Ownership of First Level Principal
<u>1. (ABC, Ltd.)</u>	<u>General Partner</u>	<u>Jones, Adam T., Jr.</u>	<u>Natural Person</u>	
<u>1. (ABC, Ltd.)</u>	<u>General Partner</u>	<u>Smith, Peter S.</u>	<u>Natural Person</u>	
<u>1. (ABC, Ltd.)</u>	<u>Limited Partner</u>	<u>Helping Hands, Inc.</u>	<u>For-Profit Corporation</u>	
<u>2. (Lakeshore Development, LLC)</u>	<u>Managing Member</u>	<u>Lakeshore Housing Authority</u>	<u>Public Housing Authority</u>	
<u>5. (Acme Homes 3, LLC)</u>	<u>Manager</u>	<u>Smith, Adam N.</u>	<u>Natural Person</u>	
<u>5. (Acme Homes 3, LLC)</u>	<u>Member</u>	<u>Jones, Peter B.</u>	<u>Natural Person</u>	
<u>5. (Acme Homes 3, LLC)</u>	<u>Member</u>	<u>Peterson, Greg A.</u>	<u>Natural Person</u>	

Third Principal Disclosure Level:

Acme Properties, LP

[Click here for Assistance with Completing the Entries for the Third Level Principal Disclosure for the Applicant](#)

Select the corresponding
Second Level Principal Entity #
from above for which the Third
Level Principal is being
identified

Third Level Entity #	Select the type of Principal being associated with the corresponding Second Level Principal Entity	Enter Name of Third Level Principal who must be either a Natural Person or a Trust	The organizational structure of Third Level Principal identified Must be either a Natural Person or a Trust	3rd Level Principal % Ownership of 2nd Level Principal
<u>1.C. (Helping Hands, Inc.)</u>	<u>Executive Director</u>	<u>Davis, Sam A.</u>	<u>Natural Person</u>	
<u>1.C. (Helping Hands, Inc.)</u>	<u>Officer/Director</u>	<u>Jones, Fred L.</u>	<u>Natural Person</u>	
<u>1.C. (Helping Hands, Inc.)</u>	<u>Officer/Director</u>	<u>Jones, Patty L.</u>	<u>Natural Person</u>	
<u>1.C. (Helping Hands, Inc.)</u>	<u>Officer/Director</u>	<u>Jones, Peter A.</u>	<u>Natural Person</u>	
<u>1.C. (Helping Hands, Inc.)</u>	<u>Shareholder</u>	<u>Davis, Sam A.</u>	<u>Natural Person</u>	
<u>1.C. (Helping Hands, Inc.)</u>	<u>Shareholder</u>	<u>Jones, Peter A.</u>	<u>Natural Person</u>	
<u>1.C. (Helping Hands, Inc.)</u>	<u>Shareholder</u>	<u>Jones, Patty L.</u>	<u>Natural Person</u>	
<u>2.A. (Lakeshore Housing Authority)</u>	<u>Executive Director</u>	<u>Kirkland, Andrew S.</u>	<u>Natural Person</u>	
<u>2.A. (Lakeshore Housing Authority)</u>	<u>Commissioner</u>	<u>Rivers, Nancy B.</u>	<u>Natural Person</u>	
<u>2.A. (Lakeshore Housing Authority)</u>	<u>Commissioner</u>	<u>Little, Candy A.</u>	<u>Natural Person</u>	
<u>2.A. (Lakeshore Housing Authority)</u>	<u>Commissioner</u>	<u>Walters, Henry B.</u>	<u>Natural Person</u>	

Principal Disclosures for the Developer

How many Developers are part of this Application structure?

1

Select the organizational structure for the Developer entity:

The Developer is a: Limited Partnership

Provide the name of the Developer Limited Partnership:

Acme Properties, Ltd.

First Principal Disclosure Level:

Acme Properties, Ltd.

[Click here for Assistance with Completing the Entries for the First Level Principal Disclosure for a Developer](#)

<u>First Level Entity #</u>	<u>Select Type of Principal of Developer</u>	<u>Enter Name of First Level Principal</u>	<u>Select organizational structure of First Level Principal identified</u>
1.	<u>General Partner</u>	<u>ABC, Ltd.</u>	<u>Limited Partnership</u>
2.	<u>General Partner</u>	<u>Acme Homes 3, LLC</u>	<u>Limited Liability Company</u>
3.	<u>Limited Partner</u>	<u>Johnson, Charles L.</u>	<u>Natural Person</u>

Second Principal Disclosure Level:

Acme Properties, Ltd.

[Click here for Assistance with Completing the Entries for the Second Level Principal Disclosure for a Developer](#)

Select the corresponding First
Level Principal Entity # from
above for which the Second
Level Principal is being
identified

Second Level
Entity #

Select the type of Principal
being associated with the
corresponding First Level
Principal Entity

Enter Name of Second Level Principal

Select organizational structure
of Second Level Principal
identified

<u>1. (ABC, Ltd.)</u>	1.A.	<u>General Partner</u>	<u>Jones, Adam A., Jr.</u>	<u>Natural Person</u>
<u>1. (ABC, Ltd.)</u>	1.B.	<u>General Partner</u>	<u>Smith, Peter A.</u>	<u>Natural Person</u>
<u>1. (ABC, Ltd.)</u>	1.C.	<u>Limited Partner</u>	<u>Helping Hands, Inc.</u>	<u>For-Profit Corporation</u>
<u>2. (Acme Homes 3, LLC)</u>	2.A.	<u>Sole Member</u>	<u>Smith, Peter L.</u>	<u>Natural Person</u>

Principal Disclosures for the Applicant

Select the organizational structure for the Applicant entity:

The Applicant is a: For-Profit Corporation

Provide the name of the Applicant For-Profit Corporation:

Americana, Inc.

% Ownership input features will
not be made available until
invitation to credit underwriting

First Principal Disclosure Level:

[Click here for Assistance with Completing the Entries for the First Level Principal Disclosure for the Applicant](#)

First Level Entity #	Select Type of Principal of Applicant	Enter Name of First Level Principal	Select organizational structure of First Level Principal identified	% Ownership of Applicant
1.	<u>Executive Director</u>	<u>Davis, Sam A.</u>	<u>Natural Person</u>	
2.	<u>Officer/Director</u>	<u>Jones, Fred L.</u>	<u>Natural Person</u>	
3.	<u>Officer/Director</u>	<u>Brown, Bob A.</u>	<u>Natural Person</u>	
4.	<u>Officer/Director</u>	<u>Jones, Patty L.</u>	<u>Natural Person</u>	
5.	<u>Officer/Director</u>	<u>Jones, Peter A.</u>	<u>Natural Person</u>	
6.	<u>Officer/Director</u>	<u>Johnson, Ken V.</u>	<u>Natural Person</u>	
7.	<u>Officer/Director</u>	<u>Masters, James W.</u>	<u>Natural Person</u>	
8.	<u>Shareholder</u>	<u>Davis, Sam A.</u>	<u>Natural Person</u>	
9.	<u>Shareholder</u>	<u>Jones, Peter A.</u>	<u>Natural Person</u>	
10.	<u>Shareholder</u>	<u>United Building, LLC</u>	<u>Limited Liability Company</u>	

Second Principal Disclosure Level:

Americana, Inc.

[Click here for Assistance with Completing the Entries for the Second Level Principal Disclosure for the Applicant](#)

Select the corresponding First
Level Principal Entity # from
above for which the Second
Level Principal is being
identified

Second Level Entity #	Select the type of Principal being associated with the corresponding First Level Principal Entity	Enter Name of Second Level Principal	Select organizational structure of Second Level Principal identified	Second Level Principal % Ownership of First Level Principal
<u>10. (United Building, LLC)</u>	<u>10.A. Manager</u>	<u>Smith, Peter T.</u>	<u>Natural Person</u>	
<u>10. (United Building, LLC)</u>	<u>10.B. Member</u>	<u>Jones, Patty L., Tenant by the Entireties</u>	<u>Natural Person</u>	
<u>10. (United Building, LLC)</u>	<u>10.C. Member</u>	<u>Jones, Adam A., Tenant by the Entireties</u>	<u>Natural Person</u>	

Principal Disclosures for the Developer

How many Developers are part of this Application structure?
1

Select the organizational structure for the Developer entity:
The Developer is a: For-Profit Corporation

Provide the name of the Developer For-Profit Corporation:
Lakeshore Development, Inc.

First Principal Disclosure Level: Lakeshore Development, Inc.

[Click here for Assistance with Completing the Entries for the First Level Principal Disclosure for a Developer](#)

<u>First Level</u> <u>Entity #</u>	<u>Select Type of Principal of</u> <u>Developer</u>	<u>Enter Name of First Level Principal</u>	<u>Select organizational structure</u> <u>of First Level Principal identified</u>
1.	Executive Director	Kirkland, Andrew S.	Natural Person
2.	Officer/Director	Rivers, Nancy B.	Natural Person
3.	Officer/Director	Little, Candy A.	Natural Person
4.	Shareholder	Kirkland, Andrew S.	Natural Person
5.	Shareholder	Rivers, Nancy B.	Natural Person
6.	Shareholder	Little, Candy A.	Natural Person